

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[ZGP Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally lodge a complaint regarding [briefly state the issue, e.g., "the poor service I received on [date]"].

[Explain the situation in detail, including any pertinent information such as dates, locations, and individuals involved.]

Despite my efforts to resolve this matter by [mention any previous attempts to contact customer service or management], I have not received any satisfactory response.

I would appreciate your prompt attention to this matter and a resolution to my complaint. I look forward to your response.

Thank you for your understanding.

Sincerely,
[Your Name]