

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]

Zhao [Last Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear Mr./Ms. Zhao,

I am writing to formally express my dissatisfaction regarding [specific issue] that I experienced on [date].

Despite my expectations, [describe the problem in detail, including any relevant interactions or outcomes].

I believe this issue could be resolved by [suggest a specific solution or action you would like taken].

I look forward to your prompt response and to a resolution of this matter.

Thank you for your attention to this issue.

Sincerely,
[Your Name]