

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

Customer Service

ZzzQuil

[Company Address]
[City, State, Zip Code]

Dear ZzzQuil Customer Service,

Subject: Complaint Regarding [Specific Issue]

I am writing to formally express my dissatisfaction with [specific product or service] that I purchased on [purchase date]. The issue I encountered is as follows: [provide a detailed description of the problem].

[Optional: Describe any attempts you made to resolve the issue, including any communications with customer service, store personnel, etc.].

I expected better quality based on your company's reputation and my previous experiences, and I hope you can address this matter promptly.

I would appreciate a response at your earliest convenience, and I look forward to your resolution of this issue.

Thank you for your attention to this matter.

Sincerely,

[Your Name]