

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

Customer Service

ZQN

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

Subject: Complaint Regarding [Specific Issue]

Dear Sir/Madam,

I am writing to formally express my dissatisfaction with [describe the specific issue: product/service/experience] that I encountered on [date].

[Explain the situation in detail, including any relevant facts and personal experiences.]

I believe that this situation requires your immediate attention, and I request [state the resolution you are seeking, e.g., refund, exchange, repair, etc.].

I have attached [any relevant documents or photographs] to support my complaint. I look forward to your prompt response to resolve this matter amicably.

Thank you for your attention to this issue.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]