

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

Customer Service  
ZJCC

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

Subject: Complaint Regarding [Brief Description of the Issue]

Dear Customer Service,

I am writing to formally express my dissatisfaction with [describe the issue briefly, e.g., a product or service you received]. On [date of purchase or service], I [explain the nature of the problem, including any specific details that are relevant].

Despite my attempts to resolve this matter by [mention any previous actions taken, e.g., contacting customer service, returning the product], I have not received a satisfactory response or resolution.

I believe that [state your expectations or desired outcome, e.g., a refund, replacement, service adjustment]. I would appreciate your prompt attention to this matter.

Thank you for addressing my concerns. I look forward to your swift reply.

Sincerely,

[Your Name]