

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

[ZRC Contact Name]
[ZRC Company Name]
[Company Address]
[City, State, Zip Code]

Dear [ZRC Contact Name],
Subject: Formal Complaint

I am writing to formally express my dissatisfaction regarding [specific issue or incident] that occurred on [date] involving [details of the situation].

[Explain the issue in detail, including what happened, any prior communication you had with the company, and any attempts made to resolve the matter.]

I believe this matter deserves your attention and hope that you will [suggest what resolution you are seeking].

Thank you for addressing this matter promptly. I look forward to your response.

Sincerely,
[Your Name]