

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

Customer Service Department
ZQN

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

Dear Sir/Madam,

Subject: Complaint Regarding [Specific Issue]

I am writing to formally express my dissatisfaction with [describe the issue briefly].

On [date of incident], I encountered [explain the details of your experience]. This has caused me [explain any inconvenience or impact]. Despite my efforts to resolve this issue by [mention any previous actions taken, such as contacting customer service], I have not received an adequate response or resolution.

I kindly request that you [state what you want the company to do, e.g., a refund, replacement, etc.].

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]