

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

Customer Service

Xuanan

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

Dear Xuanan Customer Service,

Subject: Complaint Regarding [specific issue]

I am writing to formally express my dissatisfaction with [specific product/service] that I purchased on [purchase date] from [where you purchased it].

[Describe the issue in detail, including specific dates, circumstances, and any attempts you made to resolve it.]

I expected better quality/service based on [mention any expectations, warranties, or previous experiences with the brand].

I would appreciate your prompt attention to this matter and request [state your desired resolution such as a refund, replacement, etc.].

Thank you for your understanding. I look forward to your response.

Sincerely,

[Your Name]