

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

Customer Service Department  
YJJ Company  
[Company Address]  
[City, State, Zip Code]

Dear Customer Service Team,

Subject: Complaint Regarding [Brief Description of the Issue]

I am writing to formally lodge a complaint regarding [specific issue or product/service] that I encountered on [date of incident].

[Provide a detailed description of the issue, including any relevant facts and figures, and how it has affected you.]

I have attempted to resolve this matter by [describe any previous actions taken, such as contacting customer service or returning an item], but unfortunately, [explain the outcome of those attempts].

I would appreciate it if you could [state your desired resolution, such as a refund, replacement, or further investigation].

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

Sincerely,  
[Your Name]