

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

Customer Service

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

Dear Customer Service,

Subject: Complaint Regarding [Specific Issue]

I am writing to formally express my dissatisfaction with [describe the issue briefly, e.g., a recent service experience, product defect, etc.]. The incident occurred on [date of occurrence] and has caused [explain the impact of the issue].

Despite my attempts to resolve this matter through [mention any previous communications or attempts to seek resolution], it remains unresolved. I expected [explain what you expected based on the company's policies or standards].

I request your immediate attention to this matter and a prompt resolution. I look forward to your response and a satisfactory resolution to my complaint.

Thank you for your attention to this issue.

Sincerely,

[Your Name]
[Your Phone Number]