

Letter of Appeal for Better Services

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Agency Name]

[Agency Address]

[City, State, Zip Code]

Dear [Agency Manager's Name],

I hope this message finds you well. I am writing to express my concerns regarding the services I have received from [Agency Name]. As a job seeker, I had high expectations for support and guidance, which I feel have not been fully met.

During my interactions with your agency, I encountered several challenges, including [briefly highlight specific issues, e.g., lack of communication, limited job opportunities tailored to my skills, etc.]. These experiences have been frustrating and have hindered my job search progress.

I believe that with some improvements, [Agency Name] can enhance the services offered to candidates and better assist us in achieving our career goals. I would appreciate the opportunity to discuss my concerns further and explore potential solutions.

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

Sincerely,

[Your Name]