

Complaint Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Agency Name]

[Agency Address]

[City, State, Zip Code]

Subject: Complaint Regarding Service Quality

Dear [Agency Manager's Name],

I am writing to formally express my dissatisfaction with the services I have received from [Agency Name]. I expected a higher standard of support in my job search as advertised, but unfortunately, my experience has not met those expectations.

Firstly, [briefly explain the specific issues you encountered, such as lack of communication, inadequate job matching, etc.]. This has caused significant inconvenience and has hindered my job search progress.

I believe that as a job placement agency, it is your responsibility to provide quality services and support to your clients. Unfortunately, my experience has led me to question the effectiveness of your agency.

I would appreciate your attention to this matter and hope to see improvements in your service quality. I look forward to your prompt response regarding this issue.

Thank you for your understanding.

Sincerely,

[Your Name]