

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Agency Name]

[Agency Address]

[City, State, Zip Code]

Dear [Agency Contact Name],

I hope this message finds you well. I am writing to express my concern regarding the level of support I have been receiving from [Agency Name] during my job placement process.

Over the past [duration], I have appreciated the initial guidance provided, but I have noticed a lack of follow-up and resources that are essential for my job search. I believe that effective communication and support are crucial for those seeking employment, and I feel that this aspect has been lacking.

I would appreciate it if we could schedule a meeting to discuss my situation further and explore the possibilities for enhanced support. Thank you for your attention to this matter.

Sincerely,

[Your Name]