

# Letter of Concern Regarding Job Placement Process

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip]

[Your Email]

[Your Phone Number]

[Agency Name]

[Agency Address]

[City, State, Zip]

Dear [Agency Contact Name],

I hope this message finds you well. I am writing to formally address my concerns regarding the job placement process I have been experiencing with your agency.

Despite my efforts to engage with your services, I have encountered several issues including [briefly describe the issues, e.g., lack of communication, unsatisfactory job matches, delays in updates]. These issues have caused significant frustration and are impacting my job search.

I believe it is crucial for us to discuss these challenges in order to identify potential solutions. I am still very interested in securing a role that aligns with my skills and experience, and I hope we can work together to improve the situation.

Please let me know a convenient time for us to discuss this matter further. I appreciate your attention to this issue and look forward to your prompt response.

Sincerely,

[Your Name]