

Complaint Regarding Service Quality

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Title]

[Social Service Agency Name]

[Agency Address]

[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to formally express my dissatisfaction with the quality of services provided by [Social Service Agency Name]. My experiences over the past [duration of experience, e.g., few months] have raised significant concerns regarding the efficiency and effectiveness of your agency.

[Describe specific issues you encountered, e.g., lack of communication, delays in service, unprofessional conduct, etc. Be factual and concise.]

It is disappointing to note that my expectations for improved support have not been met, especially considering the importance of the services offered by your agency to individuals in need.

I kindly urge you to address these concerns promptly and take the necessary steps to enhance the service quality at [Social Service Agency Name]. I would appreciate a response outlining how you intend to rectify these issues.

Thank you for your attention to this matter.

Sincerely,

[Your Name]