

Complaint Resolution Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

To: [Recipient's Name]

[Agency Name]

[Agency Address]

[City, State, Zip Code]

Subject: Resolution of Complaint - [Complaint Reference Number]

Dear [Recipient's Name],

I am writing to formally address the issues I encountered regarding [briefly describe the issue, e.g., "the lack of response to my application for assistance" or "the service I received during my visit on [date]"].

As per our previous correspondence on [mention dates and details of prior communications], I was expecting a resolution by [mention anticipated timeline], but unfortunately, that did not occur.

This situation has caused me [explain any impact the issue had on you, e.g., "undue stress" or "a delay in receiving necessary services"]. I believe that addressing this issue can help improve the services provided by your agency.

I kindly request a resolution to this matter by [proposed resolution or timeframe for response]. Please let me know of any updates or further steps I may need to take.

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

Sincerely,

[Your Name]