

Client Complaint Letter

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Social Service Agency Name]
[Agency Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally express my dissatisfaction with the support I have been receiving from [Social Service Agency Name]. Despite my repeated requests for assistance regarding [specific issues], I have encountered inadequate responses and a lack of timely support.

On [specific date], I reached out for help with [specific details], and unfortunately, the assistance provided has not met my needs. This has led to [explain the impact of inadequate support].

I believe that as a client, my concerns should be taken seriously, and I urge you to address this matter promptly. I am seeking a resolution that provides the necessary support I require moving forward.

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

Sincerely,
[Your Name]