

Client Complaint Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

To Whom It May Concern,

I am writing to formally express my concern regarding an incident that occurred on [insert date of incident] involving staff behavior at your agency. As a client, I have always held your services in high regard; however, I was deeply disappointed by the actions of [staff member's name or "the staff member"] during my visit.

Specifically, [describe the incident, including what was said or done, and how it affected you]. I felt [explain your feelings and any consequences this incident had].

I believe that every client deserves to be treated with respect and dignity. Therefore, I kindly request that you look into this matter and take appropriate action to prevent such behavior in the future.

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

Sincerely,

[Your Name]