

Client Complaint Letter

Date: [Insert Date]

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

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

Dear [Agency Director's Name],

I am writing to express my dissatisfaction with the outcomes of the services I have received from your agency regarding [specific issue]. Despite my efforts to seek assistance, I feel that my concerns have not been adequately addressed and that the support I have received has fallen short of my expectations.

Specifically, [briefly describe the issue and any previous communications, including dates and individuals spoken to]. I had hoped that the services would result in [desired outcome], but unfortunately, this has not been the case.

I believe it is important for clients to have their voices heard and for agencies to be held accountable for the services they provide. Therefore, I urge you to reconsider my case and provide a resolution that aligns with the standards of care your agency is committed to upholding.

Thank you for your attention to this matter. I hope to hear back from you soon to discuss this further.

Sincerely,

[Your Name]