

Client Complaint Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email]

[Your Phone Number]

To Whom It May Concern,

[Social Service Agency Name]

[Agency Address]

[City, State, ZIP Code]

Subject: Complaint Regarding Accessibility Issues

Dear [Recipient's Name],

I am writing to formally express my concern about the accessibility problems I have encountered while trying to access services at your agency. Despite my repeated attempts, I have faced several challenges that have hindered my ability to receive the support I need.

Specifically, I would like to highlight the following issues:

- Inaccessible entrance facilities.
- Lack of appropriate seating in waiting areas.
- Inadequate information on accessible services.

As a client, it is essential for me to have equal access to the services provided by your agency. I urge you to address these concerns promptly to ensure that all clients, regardless of their mobility challenges, can fully benefit from the resources available.

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

Sincerely,

[Your Name]