

# Client Complaint Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Social Service Agency Name]

[Agency Address]

[City, State, Zip Code]

## Subject: Service Quality Concerns

Dear [Recipient Name],

I am writing to formally express my concerns regarding the quality of services I have received from [Social Service Agency Name] over the past [duration]. I have encountered several issues that I believe require urgent attention and resolution.

Firstly, [describe specific concern 1, e.g., lack of timely responses]. This has significantly impacted my ability to [explain impact, e.g., access necessary support]. Secondly, [describe specific concern 2, e.g., inadequate information or resources provided], which has led to further complications in my situation.

I understand that your agency may be facing challenges; however, I feel it is essential that clients receive the highest standard of care and support. I kindly request that you address these concerns and provide feedback on the measures that will be taken to improve service quality.

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

Sincerely,

[Your Name]