

# Client Complaint Regarding Missing Documentation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Social Service Agency Name]

[Agency Address]

[City, State, Zip Code]

Dear [Agency Contact/Manager's Name],

I am writing to formally express my concern regarding the missing documentation associated with my case, [insert case number or description if applicable]. Despite my previous attempts to resolve this issue, I have yet to receive the necessary paperwork which is crucial for my ongoing assistance.

The documentation in question includes [list any specific documents], which I submitted on [insert date of submission]. It is imperative that this documentation is located to proceed with my application effectively.

I kindly urge the agency to address this matter as soon as possible. Your timely assistance would not only be deeply appreciated but will also ensure that I continue to receive the necessary services without further delay.

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

Sincerely,

[Your Name]