

Client Complaint Regarding Service Delays

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Recipient's Name]

[Social Service Agency's Name]

[Agency Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my concerns regarding the delays I have experienced in receiving services from your agency. My case number is [Insert Case Number], and I initially applied for assistance on [Insert Date of Application]. Since then, I have encountered numerous delays that have significantly impacted my situation.

Specifically, I have faced [briefly describe the nature of the delays and any relevant impact they have had]. I have reached out to your office multiple times on [list dates of communication], yet I have not received a satisfactory response or resolution to my concerns.

I appreciate the efforts your team makes in assisting clients, but I believe that timely service is crucial for those in need. I kindly request that you address these delays and provide me with an update on the status of my case as soon as possible.

Thank you for your attention to this matter. I hope to hear from you shortly.

Sincerely,

[Your Name]