

Client Complaint Letter

Date: [Insert Date]

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

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

Subject: Complaint Regarding Unmet Needs

Dear [Agency Contact/Title],

I am writing to formally express my concerns regarding the unmet needs that I have experienced while seeking assistance from [Agency Name]. Despite my ongoing efforts to access the services required for my situation, I feel that my needs have not been adequately addressed.

On [insert date of last contact], I reached out to your office seeking support for [briefly describe the specific needs]. Unfortunately, [describe what happened or did not happen, and how it affected you].

As a client of your agency, I expected to receive timely assistance and guidance. However, the lack of support has led to [mention any negative impacts on your situation].

I kindly request a review of my case and a prompt response to my concerns. It is my hope that [Agency Name] can provide the necessary services to meet my needs moving forward.

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

Sincerely,
[Your Name]