

Formal Complaint Regarding Child Care Services

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Manager's Name
Child Care Facility Name
Facility Address
City, State, Zip Code

Dear [Manager's Name],

I am writing to formally express my concerns regarding the child care services provided at [Facility Name]. On [specific date], I encountered several issues that have deeply affected my trust in the quality of care my child receives.

Specifically, I would like to address the following points:

- Issue 1: [Describe the issue]
- Issue 2: [Describe the issue]
- Issue 3: [Describe the issue]

I believe that these matters need urgent attention and I would appreciate it if you could provide me with a resolution or a plan of action to address my concerns.

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

Sincerely,
[Your Name]