

Community Service Complaint

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient's Position]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally express my concerns regarding the community service program that I recently participated in, which took place from [start date] to [end date].

Throughout the duration of the program, I encountered [describe the issue briefly: e.g., lack of organization, inadequate supervision, safety concerns, etc.]. This was not only disappointing but also affected the overall effectiveness of the service provided.

Specifically, [provide specific details about your complaint and any incidents that occurred]. I believe that addressing these issues is crucial for ensuring that future participants have a positive and meaningful experience.

I respectfully request that you take my concerns into consideration and look into the matters I have raised. I hope to see improvements in the program that will benefit both participants and the community.

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

Sincerely,

[Your Name]