

Complaint Regarding Outreach Program

Date: [Insert Date]

To Whom It May Concern,

I am writing to express my concerns regarding the recent outreach program conducted on [Insert Date]. While I appreciate the efforts made by your organization, several issues need to be addressed.

Firstly, [describe the first issue, e.g., "the communication about the event was unclear leaving many participants uninformed"]. Secondly, [describe the second issue, e.g., "the resources provided during the program were insufficient"].

I believe that addressing these concerns will not only improve future programs but also enhance community satisfaction.

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

Sincerely,

[Your Name]

[Your Address]

[Your Contact Information]