

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Title/Position]

[Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally express my concerns regarding the disability services provided by [Organization Name]. I have encountered several challenges that I believe require immediate attention, and I feel it is important to bring these issues to your notice.

[Describe the specific issue or experience in detail, including dates, relevant circumstances, and any prior communications regarding the matter.]

Despite my efforts to resolve this matter informally, my concerns have not been adequately addressed. [Mention any steps you have taken, such as discussions with staff or complaints filed.] As a result, I am compelled to escalate this issue formally.

I kindly request a thorough review of my situation and a prompt response to my complaint. I believe that it is critical for [Organization Name] to improve its services to adequately support individuals with disabilities.

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

Sincerely,

[Your Name]