

Letter of Complaint

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Recipient's Name]

[Recipient's Position]

[Department/Agency Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally lodge a complaint regarding the unsatisfactory service I received from [specific government office/official] on [specific date]. Despite my expectations for a standard level of service, I encountered numerous issues that I believe need to be addressed.

[Describe the issue in detail, including what happened, any interactions you had, and how it affected you.]

I expected to receive [mention specific services or assistance you were expecting], but unfortunately, the experience fell short due to [explain the reasons: lack of responsiveness, delays, rudeness, etc.].

I would appreciate it if you could look into this matter and provide me with an appropriate response. Ensuring that citizens receive fair and respectful service is essential for maintaining public trust in government institutions.

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

Sincerely,

[Your Name]