

Complaint Letter Regarding Poor Communication

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

Recipient's Name
Title
Department/Agency Name
Address
City, State, Zip Code

Dear [Recipient's Name],

I am writing to formally express my dissatisfaction with the communication I have received from your office regarding [specific issue]. Despite my multiple attempts to reach out, I have found the responses to be inadequate and unhelpful.

On [date], I contacted your office about [specific inquiry or issue]. However, the response I received on [date of response] was vague and failed to address my concerns. Additionally, I have tried to follow up on this matter [mention any further attempts]. Unfortunately, these attempts have also gone unanswered or have resulted in further confusion.

Effective communication is essential in public service, and I hope you understand the frustration this situation has caused me. I believe it's crucial for your team to provide clear and timely information to the public.

I request that you investigate this matter and provide me with a thorough response at your earliest convenience. I hope for an improvement in your communication practices to better serve the community.

Thank you for your attention to this matter.

Sincerely,
[Your Name]