

# Formal Notice of Dissatisfaction

Date: [Insert Date]

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

To: [Public Official's Name]  
[Title]  
[Department/Office Name]  
[Office Address]  
[City, State, Zip Code]

Dear [Public Official's Name],

I am writing this letter to formally express my dissatisfaction regarding [specific issue or incident]. I believe that this matter requires immediate attention due to [briefly explain the impact or reasons for your dissatisfaction].

Despite my previous attempts to address this issue through [mention any previous communication, if applicable], I have not seen any resolution or improvement. This lack of action is concerning and warrants a more proactive approach from your office.

I urge you to look into this matter promptly and provide a definitive response regarding the steps that will be taken to address my concerns. Your attention to this issue would be greatly appreciated.

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

Sincerely,

[Your Name]