

# Formal Complaint Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[State Department]

[Department Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally express my concerns regarding the inadequate support provided by your department in relation to [specific issue or situation]. Despite my previous attempts to seek assistance, I have encountered [describe the specific issues encountered].

As a resident of [Your State], I believe it is imperative for the state department to offer adequate support to its constituents. However, my experiences have led me to feel [describe your feelings such as frustrated, neglected, etc.].

I kindly request that my concerns be taken seriously and that appropriate measures be implemented to ensure that others do not face similar challenges. Thank you for your attention to this matter.

Sincerely,

[Your Name]