

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

[Department of Children and Family Services]  
[Address]  
[City, State, Zip Code]

Subject: Complaint Regarding Child Welfare Case [Case Number]

Dear [Recipient's Name or "To Whom It May Concern"],

I am writing to formally submit a complaint regarding the handling of the child welfare case involving [Child's Name], case number [Case Number].

I have several concerns regarding the following issues:

1. [Issue 1: Brief Description]
2. [Issue 2: Brief Description]
3. [Issue 3: Brief Description]

I believe that these issues have negatively impacted the well-being of the child involved and may violate protocols established by the Department of Children and Family Services.

I urge you to investigate this matter thoroughly and take appropriate action. I am willing to provide any additional information or documentation needed.

Thank you for your attention to this serious matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Optional: Attach any relevant documents or evidence]