**{{name}}**

{{address}}

{{email}}

{{date}}

{{recipient\_name}}

{{recipient\_address}}

**RE: Children's Aid Society (CAS) Formal Complaint**

Dear {{recipient\_name}},

I am writing regarding a matter involving the Ministry of Children and Family Development under the British Columbia Child, Family and Community Service Act.

{{description}}

I request your immediate attention to this matter. Please provide a written response to this complaint within 14 days, detailing the steps you will take to address these concerns.

Sincerely,

{{name}}