

# Concierge Service Operational Boundaries

Date: [Insert Date]

Dear [Client's Name],

We are pleased to inform you about the operational boundaries of our concierge service, ensuring that you have a clear understanding of the services we provide.

## Service Scope

- Reservation services for restaurants, hotels, and events
- Transportation arrangements including taxis and car rentals
- Local recommendations for activities and attractions
- Special requests within reasonable limits

## Service Limitations

- Legal or financial advisory services
- Medical services or advice
- Emergency responses
- Booking changes made less than 24 hours in advance

Thank you for choosing our concierge services. We are committed to providing you with the best experience possible within these operational boundaries. Should you have any questions or require further clarification, please do not hesitate to contact us.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]