

# Letter of Concierge Service Usage Restrictions

Date: [Insert Date]

Dear [Client's Name],

We hope this message finds you well. As part of our commitment to providing you with exceptional concierge services, we would like to inform you of the current usage restrictions associated with our services.

## Service Limitations

- Services are available Monday to Friday from 9 AM to 6 PM.
- 24-hour notice is required for all reservations.
- Catering services are limited to certain vendors.
- Emergency services are available on a limited basis.

## Usage Guidelines

To ensure a smooth experience for all our clients, we ask you to adhere to the following guidelines:

- Please provide accurate information when making requests.
- Respect the designated service hours.
- Understand that certain requests may incur additional fees.

If you have any questions regarding these restrictions or would like to discuss your service needs further, please do not hesitate to contact us.

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Position]

[Concierge Service Company]