

Complaint About Missed Cleaning Appointments

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Complaint Regarding Missed Cleaning Appointments

Dear [Recipient's Name],

I am writing to formally express my dissatisfaction with the repeated missed cleaning appointments at my residence. Over the past [number] weeks/months, I have faced multiple instances where the scheduled cleaning service has not been fulfilled. Specifically, appointments on [list specific dates] were either canceled without proper notice or simply missed.

As a customer, I have expectations regarding the reliability and professionalism of the services provided. The continued irregularity in appointments has caused significant inconvenience and has disrupted my schedule.

I kindly request an explanation for these missed appointments and seek assurance that this issue will be rectified promptly. Furthermore, I would appreciate a follow-up regarding a resolution plan and any compensatory offerings for the inconveniences caused.

Thank you for your attention to this matter. I look forward to your swift response.

Sincerely,

[Your Name]