

Notification of Service Hour Complaints

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are writing to inform you about a complaint we have received regarding the service hours provided at [Location/Service Name]. It has come to our attention that the current service hours may not adequately meet the needs of our clients.

Specifically, the concerns raised include:

- [Insert specific complaint 1]
- [Insert specific complaint 2]
- [Insert specific complaint 3]

We take customer feedback seriously and are committed to addressing these issues promptly. Our team is currently reviewing the service hours and will consider adjustments to better serve our community.

If you have any further questions or would like to discuss this matter, please feel free to contact us at [Contact Information].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]