

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Recipient Name
Company Name
Company Address
City, State, Zip Code

Dear [Recipient Name],

I am writing to express my dissatisfaction with the cleanliness of the service provided on [date of service] at my residence.

Despite my expectations of a thorough cleaning, I was disappointed to find that several areas, including [specific areas], were not adequately addressed. This lack of attention to detail is concerning and does not reflect the standard of service I anticipated based on your company's reputation.

I would appreciate your attention to this matter and a follow-up to discuss how this can be resolved. It is important for me to maintain a clean and welcoming home, and I hope we can come to an understanding.

Thank you for your prompt attention to this issue.

Sincerely,
[Your Name]