

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally express my dissatisfaction with the cleaning services provided by your company on [date of service]. Unfortunately, the quality of the service did not meet the standards I expected, and there were several issues that I would like to bring to your attention.

Firstly, [describe the issue, e.g., "the floors were not adequately cleaned and remained sticky."] Secondly, [describe any additional issues, e.g., "the bathroom was not properly sanitized, and there were still visible stains."] These issues have caused considerable inconvenience and disappointment.

I trust that your company values its customers and will address these concerns promptly. I would appreciate a response detailing how you plan to rectify this situation and prevent such occurrences in the future.

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

Sincerely,

[Your Name]