

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

Manager's Name
Cleaning Service Company's Name
Company Address
City, State, Zip Code

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally bring to your attention some ongoing issues I have encountered with the cleaning services provided by your company at my premises located at [Your Address].

Despite several attempts to address these concerns verbally, I have not seen any significant improvement. Specifically, I would like to highlight the following issues:

- Inconsistent cleaning quality, particularly in [specific areas]
- Unreliable service schedule, with missed appointments on [dates]
- Incomplete cleaning tasks as per the agreement

It is crucial for me to maintain a clean and healthy environment, and I believe these issues need to be resolved promptly. I kindly request that you investigate the above concerns and provide a resolution at your earliest convenience.

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

Sincerely,
[Your Name]