

Warning Letter for Inadequate Cleaning Service

Date: [Insert Date]

To: [Name of Cleaning Service]

Address: [Address of Cleaning Service]

Dear [Name of Recipient],

We are writing to formally address our concerns regarding the inadequate cleaning services provided on [specific dates or duration]. Despite previous verbal communications highlighting our expectations, we have observed that cleaning standards have not met our established agreements.

Specific issues noted include:

- Failure to clean common areas effectively
- Lack of attention to detail in restroom sanitation
- Incomplete trash removal

This situation has become increasingly unacceptable and has the potential to negatively impact our business operations. We request immediate action to rectify these issues and to ensure compliance with our cleaning standards moving forward.

If improvements are not observed within [insert timeframe], we may need to reconsider our contract agreement.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]