

# Complaint Regarding Lack of Personnel

Date: [Insert Date]

To,  
[Security Service Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally express my concerns regarding the lack of personnel assigned to our premises as per our contractual agreement. Despite repeated assurances, the staffing levels have not met the agreed standards, creating an environment of vulnerability and concern.

On several occasions, we have observed inadequate security presence during peak hours, which has resulted in several security breaches and potential risks to our property and personnel. This situation is untenable and directly affects our operations.

I kindly urge you to address this issue promptly. We expect immediate measures to be taken to ensure appropriate staffing levels are restored to ensure the safety and security of our premises.

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

Sincerely,  
[Your Name]  
[Your Position]  
[Your Company Name]  
[Your Contact Information]