

Service Expectations Checklist

Dear [Recipient's Name],

We are committed to providing you with the highest level of service. Please find below our service expectations checklist:

- **Response Time:** Initial response within 24 hours.
- **Professionalism:** All communication should be respectful and courteous.
- **Quality Assurance:** Services delivered must meet agreed-upon standards.
- **Accessibility:** Customer support available Monday to Friday, 9 AM to 5 PM.
- **Feedback:** Regular check-ins to gather your feedback.

We appreciate your partnership and look forward to ensuring our service meets your expectations.

Sincerely,
[Your Name]
[Your Title]
[Your Company]