

# Cleanliness Compliance Update

Date: [Insert Date]

To: [Store Manager's Name]

From: [Your Name]

Subject: Cleanliness Compliance Update for [Store Location]

Dear [Store Manager's Name],

I hope this message finds you well. As part of our ongoing commitment to maintaining the highest standards of cleanliness and hygiene in all our stores, we are conducting a compliance update for [Store Location].

This update will cover:

- Recent cleanliness inspections
- Compliance with health and safety regulations
- Feedback from customers regarding store cleanliness
- Action items for improvement if necessary

Please submit the following documents by [Insert Deadline]:

- Latest cleaning schedules
- Records of any compliance training undertaken by staff
- Reports from recent cleaning inspections

Your cooperation and commitment to cleanliness are greatly appreciated and essential in providing a safe shopping environment for our customers.

Thank you for your attention to this important matter. Should you have any questions, please do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]