

Admission Letter for Poor Service Delivery

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We hope this letter finds you well. We are writing to formally address a concern regarding the service delivery you have experienced with us.

It has come to our attention that your experience has not met the standards we strive to uphold. We acknowledge the difficulties you encountered, and we sincerely apologize for any inconvenience caused.

To rectify this situation, we kindly request you to provide us with details regarding the specific issues you faced. This will allow us to improve our services and ensure we meet your expectations in the future.

Thank you for your understanding and patience in this matter. We value your feedback and are committed to making the necessary improvements.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]