

Notification of Inappropriate Service Standards

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Recipient's Address]

Dear [Recipient's Name],

We are writing to formally notify you regarding recent observations of inappropriate service standards that have been noted at [specific location or event]. It has come to our attention that the level of service provided does not align with our established expectations and guidelines.

Specifically, the following issues have been identified:

- [Issue 1 description]
- [Issue 2 description]
- [Issue 3 description]

We take these matters seriously and are committed to maintaining high standards of service. We request that you take immediate action to address these issues to prevent further occurrences.

We would appreciate a response outlining the steps that will be taken to rectify these concerns by [insert deadline].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization]

[Your Contact Information]