

# Formal Request for Management Review of Service Standards

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Department]

[Your Company]

[Your Email]

[Your Phone Number]

To: [Manager's Name]

Position: [Manager's Position]

Department: [Manager's Department]

[Company Name]

Dear [Manager's Name],

I am writing to formally request a review of our current service standards. Given the increasing feedback from our clients and the recent market developments, I believe it is crucial for us to evaluate and potentially enhance our service offerings.

Specifically, I would like to address the following areas: [briefly list the areas of concern or improvement, e.g., response times, client satisfaction metrics, etc.]. I am confident that a comprehensive review will not only help us meet client expectations but also position our company more competitively in the market.

I propose that we schedule a meeting to discuss this matter in detail and explore possible improvement strategies. Please let me know your available times for such a meeting.

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

Sincerely,

[Your Name]