Date:

Dear Mr. ABC,

I have hired ABC cleaning company for providing cleaning services to my office on (mention the date). The charges charged by the company were also paid transaction of which was carried out on (mention the date).

Unfortunately, the services your company is providing are not at my satisfaction level. I daily notice that the toilet of my office is not clean. My employees also complain about it. My office is also not cleaned properly, and I daily see the dust on my table and windows of the office.

I am disappointed by the services you are giving to me, and I was not expecting this level of unprofessional service. I would like to draw your attention to this matter, and I am sure that you will resolve this issue. To know anything else about this matter, you can reach me via email or the phone number I have already provided to you.

Regards,

Name of the customer

Signatures

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_