

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Company's Name]  
[Company's Address]  
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally express my dissatisfaction with the janitorial services provided by [Company's Name] at [Location/Facility Name]. Despite our agreement and expectations for cleanliness and maintenance, I have observed a number of persistent issues that need to be addressed. Firstly, [specific issue, e.g., "the restrooms are consistently unclean and have not been restocked with necessary supplies"]. This has generated significant discomfort and concern among staff and visitors. Additionally, [mention any other issues, e.g., "the floors are often dirty and not mopped regularly, resulting in an unpleasant working environment"].

I kindly request that you address these matters promptly, as they directly impact our [work environment, health, etc.]. I would appreciate a swift response outlining how you plan to rectify these issues.

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Position, if applicable]