

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

[Janitorial Service Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Service Manager's Name],

Subject: Feedback on Janitorial Services

I hope this message finds you well. I am writing to provide feedback on the janitorial services provided to [Your Company/Location Name] during the past [time period].

[Positive Feedback]:

I would like to commend the team for [specific positive points, e.g., their attention to detail, reliability, promptness, etc.]. Your staff has consistently ensured that our facility remains clean and welcoming.

[Areas for Improvement]:

However, I would like to bring to your attention a few areas where we feel there could be improvements. [Mention specific concerns, e.g., missed areas, frequency of service, equipment issues, etc.].

[Conclusion]:

Overall, we appreciate your services and hope to see enhancements in the areas mentioned. Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Position]
[Your Company/Organization Name]