Date

To

Recipient Name

Street Address, City, ST ZIP Code

Dear Recipient Name,

I am writing this letter to warn you about improving your appearance.

You work in the sales department and that too, at the front-end which means a constant interaction with the customers. We have observed, even few customers have complained as well, that you come to work with your untidy look, improper clothing and untidy hair. This gives a bad impression of our company and pushes the customers away.

You need to appear groomed and set for the type of work you do. Otherwise, you will be replaced with a person who have a good appearance.

We hope that this letter would bring a change in you.

With thanks,

Name Here

Your Title