**To**

**[The Recipient Name]  
[Address]**

**Re. Warning for Not Providing Cleaning Services Properly**

Dear [NAME],

This letter aims to complain to you about the poor services offered by your provider related to housekeeping. I am [NAME] and I work as an [POSITION] in [NAME] Organization.

As I cannot manage household activities along with my job, therefore, I had relied on cleaning services for keeping my house tidy. For the past few weeks, I have been noticing that the cleaner is not executing her work duties properly.

The kitchen often remains dirty, and the dishes are found in the sink. The bathrooms are even not washed daily. We are a family of six members and the laundry is done after ten days which keeps the house messy. If not cleaned properly; the house gives the picture of a dirty zone and germy.

I had asked the cleaner many times to pay heed to clean attentively but no positive change has been seen in the cleaning pattern.

Therefore, I request your company to please provide me with an energetic and responsible cleaner that can take proper care and maintenance of the house at best. I shall be highly grateful if you make this replacement.

Otherwise, I will be compelled to hire a cleaning service from any other company. I hope this letter would serve its purpose and that immediate action would be taken. Thank you.

[Your Name]