

Mr. David Martinez

Staff, support and services Chief

European Union Organization "Relief for Somalia"

Comentario [A1]: Chief of Staff, Support and Services

Mr. Didier Giraud
Managing director
Food & Catering Ltd.

18, Guy de Maupassant Street
45333 Strasbourg
France

Nairobi, 16 octobre 2011

Comentario [A2]: Anglo-Saxon spelling required.

Comentario [A3]: October

Dear Mr. Didier,

As I highlighted in the phone call I had to you a month ago, there are some serious defects in the catering service your company is rendering to our organization here in Nairobi.

Comentario [A4]: during

Comentario [A5]: with

Only for remarking some of them, we have detected in several tours of inspection a no very hygienic conditions inside the kitchen and also in the mess. Moreover, our veterinarians have had to throw out whole consignments of frozen food due to incorrect cold chain maintenance. All that, together with reiterated complaints expressed by our staff about the behaviour of some of your employees and the way they were treated by them, lead us to be very upset and disappointing.

Comentario [A6]: Incorrect construction.
Suggestion: "Just to point out a few, ..."

Comentario [A7]: unhygienic

Comentario [A8]: Incorrect.
Suggestion: "due to failures in maintaining the food cold chain"

Comentario [A9]: "has led"

Comentario [A10]: feel

Comentario [A11]: disappointed

Comentario [A12]: "hiring more specialized personnel"

Comentario [A13]: Try to avoid contractions in official documents.

Comentario [A14]: "after a mass resignation of employees"

Comentario [A15]: "become"

Comentario [A16]: Erase

I remind you that, as I expressed in our conversation, almost all these problems could be solved by hiring more personnel and more specialized one, as well as paying them a better wage, according to their work and responsibilities. Since you didn't take any measures in this direction, now the problem has become bigger after the massive labourers' resign in the last month.

As a result and due to the facts that the situation has become unsustainable and the service is not what we have expected from you company, I regret to inform you that, according to the point 3, 2nd paragraph, "Cancellation of contract", from the Terms and Conditions Act signed by both you and me on 13 January 2010, we have made the decision of rescinding our transactional relation. This decision will take effect as for the next 1 December 2011.

Comentario [A17]: on

Yours sincerely

Mr David Martinez

COMMENTS:

Satisfactory overall.

Frequent errors of vocabulary and a few grammatical mistakes. Please read comments and revise accordingly.