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Services
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President & Executive Director
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David

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13th October 2011

Dear Mr. Smith,

As the executive director of the European Foreign Services Organization, I am getting in touch to you in order to inform you about some faults, which have been detected with regards to your company. You have provided your services for more than three years. However, as I have already told you in several occasions, we are not happy with your service since last July.

I have had the opportunity of checking all of the complaints, which I have had to hear every day in the mess. On the one hand, your products are often spoiled. Besides, the amount of food is not enough. On the other hand, menus are always similar and meals are not well cooked at all. Not only have these been the only problems but some of our workers have also had to go to the doctor's because they felt dizzy after having lunch.

Some days ago, we talked about this situation. I know that a lot of your staff have recently left work, but this is not our problem. If you would have been aware of your workers' worries and requests, you would not be in trouble today. You should have paid attention to your personnel's work conditions, mainly their holidays, shifts and salaries. If you had only increased their paysheets a bit or improved their work conditions, I am sure that most of them would not have left their jobs.

It is my duty to provide my staff the better conditions and it is totally clear that your company is not ready to support us properly. That is the reason why I am sorry to communicate you my intention of rescinding our contract.

Yours sincerely,

David Martínez

Comentario: Logra analizar una situación pero comete errores en la especulación.

xxx xx 16/10/11 16:52

Comentario [1]: Caps: Executive Director

xxx xx 16/10/11 11:17

Comentario [2]: Preposition: to get in touch **with**

xxx xx 16/10/11 11:18

Comentario [3]: Conjunction: with regards to

xxx xx 16/10/11 16:53

Comentario [4]: To have the opportunity to check

xxx xx 16/10/11 11:35

Comentario [5]: Suggestion. Combine these sentences: often spoiled and the amount of...

xxx xx 16/10/11 16:53

Comentario [6]: Erase at all

xxx xx 16/10/11 11:36

Comentario [7]: This is contradictory. Better: These have not been the only problems

xxx xx 16/10/11 11:36

Comentario [8]: I would specify they are your workers, otherwise the reader may be confused.

xxx xx 16/10/11 11:38

Comentario [9]: Third type conditional: If **you had been aware**

xxx xx 16/10/11 16:54

Comentario [10]: This sounds too colloquial.

xxx xx 16/10/11 11:38

Comentario [11]: Two separate words: pay sheets

xxx xx 16/10/11 16:54

Comentario [12]: Superlative: the best conditions

xxx xx 16/10/11 11:39

Comentario [13]: Erase.

La estructura es correcta pero aunque el estilo es elaborado y formal, en general, usa algunas expresiones demasiado informales (a bit, to be in trouble). También le recomiendo repasar el uso de las preposiciones.