

Today, I am writing to you in my capacity as Chief of personnel, support and services of this organization. In my position I contacted you many times, first to draw your attention in order to solve the increasing deficiencies that I have been observing in the services that your company provides to us, and in view of there were no changes I contacted you also several times to protest about them.

During the last months, the quality of the service had decreased to levels that is impossible to justify, and consequently unacceptable. The kitchen and the uniforms of your personnel are not in the adequate state of cleaning. The food often being cooked too early and a cause of that is not in the best condition to be served, the presentation in general of the dining facilities is awful, and there is no one to replace the empty dishes, or even more, some plates are not clean enough.

You mentioned to me that you lost some personnel, but as far as I know you are not looking for new candidates, but you could change the schedule of some personnel, concentrate them during the crises hours as you do on weekends.

Due to the fact that this situation has continued even after that I formally contact you more than one month ago, I inform to you that I have to finish the contract that we have with your firm. Five days before the end of the month, a new company will start the replacement, and the first of the next month they will completely handle the service.

COMMENTS:

Mistakes made mainly with verb tenses. Technically an SLP grade 2 candidate is able to use the past tense without making mistakes.

Please check comments and revise accordingly.

Comentario [fred1]: A letter needs to be well presented.

You need to specify your details and who you are addressing the letter to."

Example:

... Catering and Co
... Address

Your name and title
Address

Date:

Reference:

Comentario [fred2]: "in view of the fact that..."

Comentario [fred3]: "I also contacted you several times"

Comentario [fred4]: Over

Comentario [fred5]: "has"

Comentario [fred6]: "levels (plural) that are..."

Comentario [fred7R6]:

Comentario [fred8]: "clean". Try to use fewer words to avoid mistakes.

Comentario [fred9]: Verb needed. "The food is often cooked to early in advance"

Comentario [fred10]: Very confusing.

Comentario [fred11]: "some of your staff"

Comentario [fred12]: "during peak hours"

Comentario [fred13]: "contacted"

Comentario [fred14]: Comma needed.

Comentario [fred15]: To inform someone

Comentario [fred16]: "terminate"

Comentario [fred17]: "and on the first of next month"

Comentario [fred18]: Confusing. Suggestion: "they will have fully taken over the service".