

# Poor Services Apology Letter

**[Your Name]**

[Address]

[Letter date]

**[Recipients Name]**

[Address]

**[Subject: Subject of Letter (Optional)]**

Dear [recipient's name],

Your anger over our poor performance on our service contract seems absolutely justified. If I were in your position, I would have been equally or more upset.

We have been in conversation with our staff responsible for providing you with the services. Your objections are genuine and your words are our bond. We will inspect the services each time the service personnel attends you. We are keeping a close eye on our short comings and lack of attention will not be accepted from any service personnel.

I would like to hear your feedback the next time you receive our services. We are determined to rectify our mistake, making sure it never happens again.

Sincerely,

**[Your Name]**

[Senders Title] -Optional-