

## Example of Client/Visitor Complaint Notice

[ Company Letterhead ]  
[ address, city, state, zip ]  
[ phone number ]  
[ email address ]

[ date ]

[ to: clients ]

This service is operated by (Name of the Business and Permit Number), a Commercial Use Business Partner under permit from (beginning month and year) to (ending month and year) with the U.S. Government and administered by the National Park Service. The Permittee is responsible for conducting these services in a satisfactory manner. The National Park Service does not approve rates charged by the Permittee. Under the Provisions and Specific Conditions of the permit, the Permittee has agreed to operate safely, operate in a manner that causes no damage to the natural/cultural resources or facilities, and to abide by the highest standards of business ethics, decorum, courtesy, and visitor service.

Please address comments to:

Superintendent  
Apostle Islands National Lakeshore  
415 Washington Avenue  
Bayfield, Wisconsin 54814

[ signature of company representative ]