

Letter of Complaint

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Facility Name]

[Facility Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally express my concern regarding the unsanitary conditions I observed during my recent visit to [Facility Name] on [Date of Visit].

Upon entering the facility, I noticed [describe specific unsanitary issues, e.g., unclean restrooms, food safety violations, etc.]. These conditions are not only unpleasant but could pose health risks to visitors and staff alike.

As a member of this community, I believe it is essential for public facilities to maintain cleanliness and ensure the safety of all individuals. I urge you to address these issues promptly to restore the standards expected in such an important establishment.

Thank you for taking the time to consider this matter seriously. I look forward to your response and swift action regarding these concerns.

Sincerely,

[Your Name]