

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Date]

[Recipient's Name]

[Organization/Facility Name]

[Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to express my concern regarding the cleanliness of the public restroom located at [specific location]. During my recent visits, I have regularly noticed that the facilities are not being maintained to an acceptable standard. Issues such as overflowing trash bins, unclean surfaces, and a lack of toilet paper have made the experience quite unpleasant.

Public restrooms are essential for the comfort and hygiene of the community, and I believe it is important for them to be well-maintained. I kindly urge you to address these concerns and ensure that the restroom is cleaned regularly and stocked properly.

Thank you for your attention to this matter. I look forward to seeing improvements in the near future.

Sincerely,

[Your Name]