

Notification of Unsanitary Conditions

Date: [Insert Date]

To: [Community Center Manager's Name]

Community Center: [Community Center Name]

Dear [Manager's Name],

We hope this message finds you well. We are writing to bring to your attention certain unsanitary conditions that have been observed within the community center premises. It has come to our notice that the cleanliness and hygiene standards in certain areas are not being maintained.

Specifically, we would like to highlight the following issues:

- Trash accumulation in common areas.
- Restroom facilities lacking proper sanitation.
- Food preparation areas not adhering to health regulations.

Ensuring a clean and safe environment is essential for the well-being of all community members and visitors. We kindly request that immediate action be taken to address these concerns.

Thank you for your attention to this urgent matter. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]