

Date: [Insert Date]

To: [Manager's Name]

Company: [Company Name]

Address: [Company Address]

Dear [Manager's Name],

I am writing to formally express my concern regarding the unhygienic conditions in our workplace. Over the past few weeks, I have noticed several issues that pose a risk to the health and well-being of all employees.

Specifically, I would like to bring attention to the following concerns:

- Accumulation of waste and garbage in common areas.
- Lack of proper sanitation in restrooms.
- Presence of pests in the kitchen and dining areas.

These conditions not only affect our productivity but also endanger the health of staff members. It is imperative that we address these issues promptly to ensure a safe and hygienic work environment.

I kindly request that immediate action is taken to rectify these problems. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]