

# Feedback Regarding Facilities

Date: [Insert Date]

To: [Facility Manager's Name]

Subject: Feedback on Facility Shortcomings

Dear [Facility Manager's Name],

I hope this message finds you well. I am writing to provide feedback regarding some shortcomings I have noticed in the facilities.

Firstly, [describe the first issue, e.g., the cleanliness of common areas] has been a concern. I believe that enhancing the upkeep could greatly improve the experience for all users.

Secondly, [describe the second issue, e.g., availability of equipment or amenities] has also been less than satisfactory and could benefit from addressing.

I appreciate the efforts of your team and am confident that with some adjustments, the facilities can meet the standards expected. Thank you for considering this feedback.

Best regards,

[Your Name]

[Your Contact Information]