

Subject: Alert - Unsatisfactory Cleanliness Levels

Date: [Insert Date]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to bring to your attention the cleanliness levels observed in [specific area/location] during our recent inspections. It has been noted that the current standards do not meet the expectations outlined in our cleanliness protocols.

Below are the specific concerns identified:

- [Concern 1]
- [Concern 2]
- [Concern 3]

We take cleanliness very seriously, as it impacts both the health and safety of everyone in the facility. We kindly request your immediate attention to these matters and would appreciate a plan of action on how you plan to address these issues by [insert deadline].

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

Sincerely,

[Your Name]
[Your Position]
[Your Organization]
[Contact Information]