

Formal Notice of Sanitation Issues

Date: [Insert Date]

To: [Recipient Name]

Position: [Recipient Position]

Department: [Recipient Department]

Hospital: [Hospital Name]

Address: [Hospital Address]

Dear [Recipient Name],

We are writing to formally address several sanitation issues observed within the hospital premises that pose a risk to the health and safety of patients and staff. The following concerns have been noted:

- Inadequate cleaning protocols in patient care areas.
- Improper waste disposal practices in the surgical theater.
- Presence of mold and mildew in restrooms.

We kindly request immediate attention to these matters to ensure compliance with health regulations and to maintain a safe environment for all. Please provide a response detailing the actions that will be taken to rectify these issues by [Insert Deadline].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Department]

[Your Contact Information]