

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Recipient Name]

[Hospital Name]

[Hospital Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request an inspection of the cleanliness and sanitation standards at [Hospital Name]. As a concerned patient/visitor, I believe that maintaining a high standard of cleanliness is essential to ensuring the health and safety of all individuals utilizing your facilities.

Given the current health climate, I would appreciate your prompt attention to this matter. Please let me know a suitable time for the inspection and if there are any specific protocols I should be aware of in advance.

Thank you for your cooperation and attention to this important issue. I look forward to your prompt response.

Sincerely,

[Your Name]