

# Facilities Maintenance Request

Date: **[Insert Date]**

To: Facilities Management

From: **[Your Name]**

Department: Cafeteria

Subject: Request for Cafeteria Hygiene Maintenance

Dear Facilities Management Team,

I hope this message finds you well. I am writing to request urgent maintenance for our cafeteria facilities regarding hygiene issues that have come to our attention. We have observed the following concerns:

- Inadequate cleaning in food preparation areas.
- Accumulation of debris and food particles in dining spaces.
- Malfunctioning sanitation equipment.
- Unpleasant odors indicating potential pest issues.

We believe that addressing these issues promptly will ensure a safe and hygienic environment for our staff and students. Please let us know the timeline for action and if further information is needed.

Thank you for your attention to this matter.

Best regards,

**[Your Name]**

**[Your Position]**

**[Your Contact Information]**