

Facilities Maintenance Request

Date: [Insert Date]

To: Facilities Management Team

From: [Your Name]

Department: [Your Department]

Contact Information: [Your Email/Phone Number]

Subject: Request for Restroom Cleanliness Maintenance

Dear Facilities Management Team,

I hope this message finds you well. I am writing to formally request maintenance assistance regarding the cleanliness of the restroom located at [Specify Location]. It has come to my attention that the restroom has been experiencing issues including:

- Inconsistent cleaning schedule
- Overflowing trash bins
- Insufficient restroom supplies (e.g., toilet paper, soap)
- Inadequate sanitation conditions

These concerns not only affect the hygiene of the facility but also the overall comfort and well-being of users. I kindly ask for your prompt attention to this matter to ensure a clean and safe environment for everyone.

Thank you for your attention to this request. I look forward to your swift response and action.

Best regards,

[Your Name]

[Your Job Title]