

Graffiti Removal Request

Date: [Insert Date]

[Recipient's Name]

[Recipient's Position]

[School Name]

[School Address]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to bring to your attention the presence of graffiti on the exterior of [specify location within school, e.g., "the north wall of the gymnasium"]. This defacement not only detracts from the beauty of our school but may also negatively impact the learning environment for our students.

We recognize that maintaining a welcoming and safe school environment is essential for the well-being and education of our students. Therefore, we would like to formally request the removal of the graffiti at your earliest convenience.

We appreciate your attention to this matter and are eager to collaborate with you to restore our school's appearance. Please let us know how we can assist in this process.

Thank you for your prompt attention to this issue.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]

[Your Organization, if applicable]