

Your Name
Your Address
City, State, ZIP Code
Email Address
Phone Number
Date

Recipient Name
Recipient Title
Company/Organization Name
Address
City, State, ZIP Code

Dear [Recipient Name],

I am writing to formally express my concerns regarding the inadequate facilities at [specific location or facility name]. As a [your relationship, e.g., "customer," "employee," "student"], I have encountered several issues that have significantly impacted my experience.

[Briefly describe the specific issues with the facilities, including any incidents that have occurred and how they have affected you or others. Be factual and concise.]

I believe that addressing these shortcomings is essential for enhancing the overall experience for all involved. I kindly request that you take immediate action to resolve these issues.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,
[Your Name]