

# Formal Complaint Regarding Inadequate Facilities

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number] [Date]

[Recipient's Name]

[Title]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally express my concern regarding the inadequate facilities at [specific location or institution name]. As a [student/resident/member] of [name of institution or organization], I have observed several issues that significantly affect the quality of [services provided, such as education, health, living conditions, etc.].

Specifically, I would like to point out the following concerns:

- [Detail the first issue, e.g., lack of proper sanitation facilities]
- [Detail the second issue, e.g., insufficient classroom space]
- [Detail any additional issues as necessary]

These shortcomings not only hinder [describe the impact of the issues, e.g., learning, well-being, safety], but they also undermine the overall integrity of [institution or organization name]. I believe that addressing these concerns is crucial for improving the situation for all [students/residents/members].

I kindly request that you take immediate action to rectify these issues. I, along with other concerned [students/residents/members], would appreciate the opportunity to discuss this matter further and explore possible solutions.

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

Sincerely,

[Your Name]