

Formal Complaint Regarding Cleanliness and Hygiene Issues

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[Your Phone Number]

[Recipient's Name]
[Position]
[Medical Facility Name]
[Facility Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally express my concern regarding the cleanliness and hygiene standards at [Medical Facility Name]. During my recent visit on [specific date], I observed several issues that I believe require immediate attention.

1. [Describe specific cleanliness issue, e.g., unclean waiting area or restrooms]
2. [Describe another issue, e.g., lack of proper sanitation equipment]
3. [Optional - another issue, e.g., staff not adhering to hygiene protocols]

The lack of appropriate cleanliness and hygiene standards not only affects patient experience but may also pose health risks. I urge you to take prompt measures to address these concerns and ensure a safer environment for patients and staff alike.

Thank you for your attention to this important matter. I look forward to your prompt response regarding the actions taken to improve the cleanliness and hygiene standards at your facility.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]