

# Formal Complaint Regarding Cleanliness of Bus Facilities

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally express my concerns regarding the cleanliness of the bus facilities operated by your organization. I have observed on multiple occasions that the buses are not being maintained to an acceptable standard of cleanliness, which negatively impacts the overall experience of passengers.

Specifically, I have noticed issues such as litter on the floors, dirty windows, and unkempt seating areas. These conditions not only reflect poorly on your organization but also pose health risks to passengers.

I strongly urge you to address these cleanliness issues promptly to ensure a safe and pleasant environment for all bus riders. Thank you for your attention to this important matter.

Sincerely,

[Your Name]