

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

Manager's Name  
Fast Food Chain Name  
Restaurant Address  
City, State, Zip Code

Dear [Manager's Name],

I am writing to formally express my concern regarding unsanitary conditions observed at your establishment located at [Restaurant Address] on [Date of Visit]. During my visit, I noticed several cleanliness issues that I believe require immediate attention.

Specifically, the following issues were observed:

- Dirty dining area, including unclean tables and floors.
- Food debris and spills that were not cleaned in a timely manner.
- Staff not adhering to proper hygiene practices.

As a loyal customer, I have always enjoyed the food and service at your restaurant. However, these unsanitary conditions are concerning and may pose a health risk to customers. I urge you to address these issues promptly to ensure a safe and clean dining environment.

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

Sincerely,  
[Your Name]