

Your Name

Your Address

City, State, Zip Code

Email Address

Date

Manager's Name

Department Name

Agency/Company Name

Address

City, State, Zip Code

Dear [Manager's Name],

I am writing to formally express my concern regarding the condition of the public restrooms located at [specific location or facility]. During my recent visits on [specific dates], I observed that the restrooms were not maintained in a clean and sanitary manner.

The issues included overflowing trash bins, unclean toilet facilities, and a lack of necessary supplies such as soap and toilet paper. These conditions not only pose health risks but also diminish the overall experience for visitors and users of the facility.

I urge you to take immediate action to address these concerns to ensure that the restrooms are regularly cleaned and fully stocked. As a member of the community, I believe that maintaining public facilities is essential for the well-being of all users.

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

Sincerely,

Your Name