

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally express my concern regarding the cleanliness of the workplace. Over the past few weeks, I have noticed a decline in the maintenance of our office area, particularly in the common spaces such as the kitchen and bathrooms.

Specifically, the following issues have been observed:

- Unemptied trash bins that have started to emit unpleasant odors.
- Dirty countertops and tables in the kitchen area.
- Restroom facilities that are not regularly stocked or cleaned.

These conditions not only create an unpleasant working environment but can also impact employee morale and productivity. I kindly request that immediate action be taken to address these cleanliness issues.

Thank you for your attention to this matter. I look forward to seeing improvements in the workplace cleanliness.

Sincerely,

[Your Name]

[Your Job Title]