

Formal Complaint Regarding Kitchen Facilities

[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 kitchen facilities in our office. On several occasions, I have noticed that the kitchen area is not being properly maintained, which has raised significant health and safety concerns among employees.

Specifically, I have observed:

- Unwashed dishes left in the sink for extended periods.
- Food spills and crumbs on the countertops.
- Garbage bins overflowing with trash.
- Inadequate cleaning supplies available for use.

It is essential for us to maintain a clean and hygienic environment, particularly in shared spaces like the kitchen. I kindly urge management to take immediate action to address these issues to ensure the well-being of all employees.

Thank you for your attention to this matter. I look forward to seeing improvements in our kitchen facilities.

Sincerely,

[Your Name]