

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Date]

[Recipient's Name]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to address some cleanliness issues that have recently come to my attention regarding our living environment.

Firstly, I would like to highlight the areas that need immediate attention:

1. **Kitchen** - There have been instances of dirty dishes left in the sink for extended periods.
2. **Living Room** - The accumulation of dust and clutter on surfaces has become noticeable.
3. **Bathrooms** - It is essential that the restrooms are cleaned regularly to maintain hygiene.

I believe that a collective effort in maintaining cleanliness will contribute to a more pleasant living space for everyone. I suggest we establish a cleaning schedule that ensures all areas are regularly attended to.

Thank you for your understanding, and I look forward to working together to improve our home environment.

Sincerely,  
[Your Name]