

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

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

Dear [Recipient Name],

I hope this letter finds you well. I am writing to bring to your attention an ongoing issue regarding unpleasant odors emanating from the bathroom located at [specific location details].

Despite regular cleaning and maintenance, the odor persists and has become a matter of concern for both staff and visitors. We believe that addressing this issue promptly will enhance the overall experience of those using the facility.

We would like to request your assistance in investigating the source of the odor and recommending suitable odor removal solutions. It may also be beneficial to review the ventilation system to ensure it is functioning effectively.

Thank you for your attention to this matter. We look forward to your prompt response and the implementation of a solution.

Sincerely,

[Your Name]  
[Your Position, if applicable]  
[Your Company/Organization, if applicable]