

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Company/Organization Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Application for Upgrading WC Facilities

I am writing to formally request the upgrading of the existing washroom and toilet (WC) facilities at [location/building name] to ensure a more hygienic and user-friendly environment for all employees and visitors. The current facilities [briefly describe the existing issues, e.g., lack of cleanliness, insufficient number of stalls, accessibility issues]. This not only compromises comfort but also affects productivity and general satisfaction among users.

To address these concerns, I propose [list proposed upgrades, e.g., installing additional stalls, improving sanitation systems, enhancing accessibility features, etc.]. These improvements will lead to [mention benefits, e.g., increased sanitation, better user experience, compliance with health regulations].

I appreciate your attention to this matter and look forward to your positive response.

Thank you for considering this vital enhancement to our facilities.

Sincerely,

[Your Name]  
[Your Job Title/Position]  
[Your Organization/Company Name]