

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

[Recipient's Name]
[Title/Department]
[Company/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request the installation of a water closet in [specific location or context, e.g., my residence, office, etc.]. I believe that having a dedicated water closet will greatly enhance [mention benefits, e.g., hygiene, convenience, etc.].

[Provide a brief explanation of the current situation and the reasons for your request.]

I kindly ask for your consideration of this application and look forward to your positive response. Thank you for your attention to this matter.

Sincerely,
[Your Name]