

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

[Recipient Name]
[Title/Position]
[Company/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request the installation of a restroom facility at [specific location or event].

As [provide a brief explanation of the need for the restroom, e.g., number of people in attendance, duration of event, or lack of nearby facilities], I believe that having a restroom available would greatly enhance the comfort and convenience for all attendees.

I appreciate your consideration of this request and am happy to discuss it further or provide any additional information needed.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position, if applicable]