

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

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

Dear [Recipient's Name],

I am writing to formally request the installation of restroom facilities at [specific location or event name]. As [a brief explanation of your position or relation to the place/event], I believe that having accessible restroom facilities is essential for [reason for the request, such as comfort, health, or compliance with regulations].

[Optional: Provide any specific details or supporting information related to the need for restroom facilities.]

I appreciate your consideration of this request and look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

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