

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

Dear [Recipient's Name],

Subject: Request for Additional Water Closets

I hope this message finds you well. I am writing to formally request the installation of additional water closets in [specific location or facility] due to [reason for request, e.g., increased usage, events, etc.].

The current number of water closets [describe the current situation and issues, e.g., is insufficient to accommodate the needs of staff and visitors, often leading to long wait times and inconvenience].

To ensure [explain the benefits of having additional water closets, e.g., improved hygiene, better flow of foot traffic, increased satisfaction], I believe that adding [specific number] of additional water closets would greatly benefit our [organization, facility, etc.].

I kindly ask you to consider 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]