

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

Dear [Recipient Name],

I am writing to formally request the installation of a water closet (WC) facility at [specific location or facility].

As [briefly explain your reason for the request, e.g., "the need for proper sanitation is essential for our community"], I believe that having a WC facility will greatly benefit [mention the specific group or community it will serve].

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

Thank you for your attention to this important matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]