

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

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to request upgrades to the restroom facilities located at [specific location or address].

As you may be aware, the current condition of the restrooms has raised concerns regarding accessibility, hygiene, and overall safety. To address these issues, I propose the following upgrades:

1. ****Installation of modern fixtures****: This would improve both functionality and appearance.
2. ****Improved accessibility features****: Ensuring compliance with ADA standards is essential for all users.
3. ****Enhanced sanitation options****: Such as touchless faucets and hand dryers to reduce the spread of germs.

Upgrading the restroom facilities would not only enhance user experience but also reflect our commitment to maintaining a safe and welcoming environment.

I appreciate your attention to this matter and look forward to discussing it further.

Thank you for considering this request.

Sincerely,

[Your Name]
[Your Title or Position, if applicable]