

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request the addition of a water closet in [specify location, e.g., "the employee restroom area" or "my apartment"].

As [provide a brief explanation of the need, e.g., "our current facilities are insufficient to accommodate the increasing number of employees"], I believe the installation of a water closet would greatly enhance convenience and hygiene for all users.

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

Thank you for your attention to this matter.

Sincerely,

[Your Name]