

[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],

Subject: Request for Water Closet Facilities

I hope this message finds you well. I am writing to formally request the installation or improvement of water closet facilities at [specific location or facility] due to [reason for the request, e.g., increased usage, lack of accessibility, etc.].

The current situation has posed several challenges, including [briefly describe any issues caused by the lack of adequate facilities]. These issues not only affect the comfort and convenience of [specific group of people affected, e.g., employees, customers, visitors, etc.] but may also lead to potential health concerns.

I believe that providing sufficient water closet facilities will greatly enhance the overall experience for everyone involved and promote better hygiene practices.

Thank you for considering my request. I would be happy to discuss this matter further and explore potential solutions that may work for all parties involved.

Sincerely,

[Your Name]
[Your Job Title if applicable]