Date:

To

The administration of the school,

It is being brought to your attention with utmost disappointment and sheer dismay that your school’s condition is getting poor with each day passing. I am the mother of Samuel Wolf, a student in 3rd grade, and I happened to visit him yesterday as he was not feeling well.

What I witnessed in the cafeteria hall was quite disturbing as the whole area was swamped with garbage and a very stinky odor was flaring throughout the whole hall. The garbage cans were full, and no one was paying attention to emptying them.

I request you to please focus on your institute’s hygiene lest a disease bursts out targeting students. I hope you will take action immediately and instruct your staff and students to participate in it.

Sincerely,

[Your Name]  
[Designation]  
[Reference]