Name of the concerned person  
Designation  
Address  
City, country, Zip Code

Date:

Subject: Complaint about the inadequate washrooms

Respected Ms. ABC,

Greetings of the day!

This is to inform you that we are the students of the boy's wing of (class, section, academic session) in your school. I am writing this letter to you to bring your attention to a very serious issue. This problem has adversely affected the health of a lot of students in our class.

The problem is that there is only one washroom at our campus which is in working condition. All the staff members, custodian staff, and students are compelled to use only one washroom. The washroom is mostly crowded and always dirty. The smell and poor sanitary situation have made a lot of students depressed and sick. There are always flies and insects in the washroom and that is the reason why all of us are suffering a lot.

The physical and psychological health of staff and students is the responsibility of the head of the institution. I hope you will take radical steps to mitigate this issue. I have written a letter earlier to the management department head Mr. [X] as well but he did not bother to even answer my request. This problem is getting worse day by day as the health status of students is continuously declining and we are heading towards our final term exams next month. I have attached a copy of our attendance record with the letter as well.

We have four separate washrooms on the other two floors of the campus, but they are not in working condition. This is the main reason for our problem. I request you to either make those four washrooms working or construct a new one for us. I also request you to check the sanitary issues as well.

I, therefore, request you on behalf of all the students and staff members to please address our problem on an immediate basis. I have attached a consent form signed by all the students and staff members with this letter as well for your reference.

Thanking you in anticipation!

Sincerely,

Your name  
Class, Section, Session  
Your signature

Date

List of attached documents