To

[The Recipient Name]

**Subject: Complaint against sweeper [X] for [ABC]**

Dear Manager,

I would like to lodge a formal complaint against the assigned sweeper of our society. He is not serious about performing his duty well. He sweeps partially and in an improper way, leaving many streets un-cleaned. Whenever we tried to talk with him, he replied in a bad manner. Apart from it, he does not sweep properly because a lot of dust can be seen in the streets, whenever he sweeps.

Clusters of garbage and waste materials have become evident everywhere in society. Due to his negligence, the air has become polluted, and we cannot even think about inhaling it. Food is no more hygienic due to the filthy conditions of society. Honestly speaking, he has put all of us at great health risk and he is deliberately ignoring his duty for unknown reasons.

It is also mentioned here that he collects 5 US$ per house on monthly basis for his garbage collection services. He collects this amount in addition to his regular pay. Considering him a needy person, this matter has never been brought to your notice before. But now, he has crossed all the limits of negligence and we do not want him in this society anymore.

This matter has been discussed many times in society meetings, but it seems that management is not serious about resolving this issue. Otherwise, essential steps must have been taken in this regard. It is being clarified that while doing so, you are playing with our health by means of your incapable sweeper and this is not tolerated at all.

In a good society, this is the basic right of each resident to be provided with proper health facilities along with a healthy and clean environment. All these things are kept in mind on a priority basis during the planning phase.

For this time, we are requesting you to either fire your sweeper or replace him with a skillful one. We are confining ourselves to a complaint letter only. If we observe the same unhygienic and poor sanitary conditions in society, higher authorities will then be invited to interfere. In that situation, you will be liable to pay a heavy fine on account of your negligence. I hope you will avoid that time and take the necessary steps.

We are waiting for a swift and positive response from your side.

[Your Name]  
[Address]