

Informal Complaint Letter About Office Facilities

Subject: Office Facilities Issue

Hi [Manager Name],

I wanted to bring to your attention some ongoing issues with the office facilities, particularly [describe issue, e.g., air conditioning, restroom cleanliness]. These problems have made it challenging to work comfortably.

I would appreciate it if these matters could be addressed promptly to ensure a productive work environment.

Thank you,

[Your Name]

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