**DATE: September 23, 20XX**

**To**

**[The Recipient Name]  
[Address]**

**Re. Complaint for Sanitary Conditions in the [specify the area]**

Dear Sir,

I am [name], a permanent resident of [specify the address], [city], [country], [postal code]. I have been living here since 20XX; I shifted here from the [city] as a tenant in the same building, and later, I bought the same house.

Since 20xx, it has always been good living here in the town. The House owner’s association (HoA) of the town has always been diligent and careful in security and architectural issues.

The only problem I have always been confronting in the house is inadequate sanitation. The sanitary conditions of the town overall, and the house, in particular, have been very poor. It is to inform the relevant authorities of the local government to look into this matter.

The Local Government, the LD Waste Management Services (LDWMS) Wing, is responsible for the cleanliness and effective sanitation in the town. I repeatedly put the issue to Quality Assurance (QA), but there needed to be more done for the case. However, the senior official asked me to put the complaint to you for immediate service.

Poor sanitation is responsible for spreading diseases, viruses, and allergies. The sweepers and other workers need to pay heed to the heaps of garbage put up on the roadside. Moreover, one of the sweepers was seen putting garbage to fire, which is environmental violence.

You are requested to look into these matters personally; otherwise, I will be compelled to complain to the local law enforcement and Magistrate. Please, consider y request a serious complain and do the needful. Also, reprimand your cleaning staff for their negligence and bad behaviour. They should be given proper training, and enough vigilance should be put on them.

Thank you for reviewing my letter.

Regards

[Sender’s name]

[Sender’s address]