Date: [Insert Date]

To: [Property Manager Name/Management Company]
From: [Your Name/Tenant Name]
Property Address: [Insert Full Address and Unit Number]

Subject: Formal Request for Improvement in Janitorial Services

Dear [Property Manager Name],

I am writing to formally bring to your attention several cleanliness issues regarding the common areas of [Building/Property Name].

Specifically, I have noted the following areas that require immediate janitorial attention:

- [Area 1: e.g., Hallway carpets need vacuuming]
- [Area 2: e.g., Overflowing trash bins in the lobby]
- [Area 3: e.g., Unsanitary conditions in the communal restrooms]
- [Area 4: e.g., Dust and debris in the stairwells]

The current state of cleanliness does not meet the standards expected for this property. These conditions affect the professional appearance of the building and, in some cases, present a health and safety concern for tenants and visitors.

I kindly request that you schedule a thorough cleaning of these areas as soon as possible and ensure that the regular maintenance schedule is strictly followed moving forward.

Please acknowledge receipt of this letter and provide an update on when these issues will be resolved.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Phone Number]
[Your Email Address]