

Date: [Date]

To: [Recipient Name/Department]

From: [Your Name/Title]

Subject: Official Follow-Up: Failed Cleanliness Inspection for [Location/Area Name]

Dear [Recipient Name],

This letter serves as a formal follow-up to the cleanliness inspection conducted on [Date] at [Location/Area Name]. As discussed during the walkthrough, the area did not meet the required hygiene and safety standards.

The following deficiencies were identified during the inspection:

- [Issue 1: e.g., Improper waste disposal]
- [Issue 2: e.g., Dust accumulation on ventilation grates]
- [Issue 3: e.g., Unsanitized surfaces in high-traffic areas]

It is imperative that these issues are rectified immediately to ensure compliance with our health and safety protocols. A re-inspection has been scheduled for **[Date of Re-inspection]** at **[Time]**.

Failure to pass the follow-up inspection may result in [mention consequence, e.g., further disciplinary action or temporary closure of the area].

If you require clarification on the standards expected or need assistance with specific cleaning protocols, please contact [Department/Contact Person] before the re-inspection date.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]