

Official Letter to Government

[Your Name]

123 Main Street

City, State, ZIP Code

Email: yourname@email.com

Phone: (123) 456-7890

Date: October 15, 2024

[Recipient's Name]

[Recipient's Title or Department, e.g., City Clerk]

[Government Agency or Office Name]

456 Government St

City, State, ZIP Code

Dear [Recipient's Name or "To Whom It May Concern"],

Subject: Request for Road Repair on Main Street

I am writing to bring attention to the deteriorating condition of Main Street between 3rd and 5th Avenues. The road has numerous potholes, making it hazardous for drivers and pedestrians. I kindly request that the city prioritize repairs in this area to improve safety and accessibility for residents.

Thank you for your attention to this matter. I look forward to your response and any updates on the status of the repair request.

Sincerely,

[Your Name]

