

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Recipient Name]

[Title]

[Department/Agency Name]

[Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my dissatisfaction with the current state of pothole management in our community. As a resident of [Neighborhood/Area], I have noticed an alarming increase in the number and severity of potholes on our roads, which poses a significant risk to both vehicle safety and public health.

Despite several reports submitted to the relevant authorities, the response to these issues has been inadequate. Specifically, the potholes on [specific streets or intersections] have not been addressed, leading to further deterioration and causing damage to vehicles.

I urge your department to prioritize the assessment and repair of these hazardous conditions. It is essential for the safety and well-being of all residents that effective and timely actions be taken to improve our roadways.

Thank you for your attention to this pressing matter. I look forward to your prompt response and a plan of action to address these issues.

Sincerely,

[Your Name]