

Municipal Service Assessment Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Municipal Office Name]

[Office Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request an assessment of municipal services in our area, specifically [describe the service or issue, e.g., waste collection, street maintenance]. The residents of [insert neighborhood or area name] have noticed [briefly describe the issue or concern].

We believe that an evaluation of the current service provision is essential to understand and address our community's needs more effectively. We request that the assessment consider the following factors:

- [Factor 1]
- [Factor 2]
- [Factor 3]

Thank you for your attention to this matter. I look forward to your prompt response regarding the assessment process.

Sincerely,

[Your Name]