

Municipal Service Clarification Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Municipal Department Name]

[Municipality Name]

[Department Address]

[City, State, Zip Code]

Dear [Municipal Official's Name],

I am writing to request clarification regarding [specific municipal service or issue]. I would like to understand [specific details or questions related to the service].

As a resident of [Your Neighborhood/Area], it is crucial for me to comprehend the policies and operations concerning this matter to ensure [mention any relevant circumstances or concerns].

Please provide any relevant information or documents that can assist me in understanding this issue more thoroughly. I appreciate your assistance and look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]