

Complaint Submission Letter

Date: [Insert Date]

To,

The Municipal Authority,
[Municipality Name],
[Address],
[City, State, Zip Code]

Subject: Complaint Regarding [Specific Issue]

Dear [Authority's Name],

I am writing to formally submit a complaint regarding [specific issue - e.g., inadequate waste management, potholes, street lighting, etc.] in [specific location or area]. This issue has been persistent for [duration] and has significantly impacted the daily lives of the residents.

Details of the complaint:

- **Issue:** [Description of the issue]
- **Location:** [Exact location]
- **Date of Occurrence:** [When the issue was first noticed]
- **Impact:** [Description of impact on the community]

I kindly request your immediate attention to this matter and look forward to your prompt action to resolve it. Please feel free to contact me at [your phone number] or [your email address] for any further information.

Thank you for your attention to this important issue.

Sincerely,
[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Contact Information]