

Municipal Service Issue Escalation

Date: [Insert Date]

To: [Municipal Authority/Department Name]

From: [Your Name]

Address: [Your Address]

Email: [Your Email]

Phone: [Your Phone Number]

Subject: Escalation of Service Issue regarding [Brief Description of the Issue]

Dear [Municipal Authority/Department Head's Name],

I am writing to formally escalate the service issue regarding [insert specific issue, e.g., street lighting, garbage collection, water supply] that has not been resolved despite my previous attempts to address this concern.

Details of the issue:

- **Issue Description:** [Detailed description of the issue]
- **Location:** [Specific location of the issue]
- **Date of first report:** [Insert date when the issue was first reported]
- **Previous communication reference:** [Include any reference numbers or previous correspondence details]

I kindly request immediate attention to this matter as it is affecting [explain the impact it is having on you or the community]. I appreciate your cooperation and look forward to your prompt response.

Thank you.

Sincerely,

[Your Name]