

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Position]

[Department/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally complain about a violation of transportation laws that I witnessed on [specific date] at [location]. The incident involved [describe the violation, e.g., reckless driving, illegal parking, etc.], which I believe poses a significant risk to public safety and violates [specific transportation law or regulation].

Details of the incident are as follows:

- Date and time of the incident: [insert date and time]
- Description of the vehicle: [insert make, model, color, and license plate number if available]
- Details of the violation: [insert a clear description of what happened]
- Witnesses: [insert names or descriptions of any witnesses if applicable]

I urge your department to investigate this matter and take appropriate action to ensure compliance with transportation laws. Such violations not only endanger the community but also undermine the enforcement of our transportation regulations.

Thank you for your attention to this serious matter. I look forward to your prompt response.

Sincerely,

[Your Name]