

Road Repair Request Letter

Date: [Insert Date]

To,

[Recipient Name]

[Position]

[Department/Office Name]

[Address]

Dear [Recipient Name],

I am writing to formally request the urgent repair of the roads in [specific area or street name] due to deteriorating conditions that have led to poor drainage. The recent rains have exacerbated the situation, resulting in significant water pooling and posing a hazard to pedestrians and vehicles.

This issue not only affects the safety of residents and commuters but also contributes to long-term damage to the road infrastructure. I kindly urge your office to evaluate the current drainage system and take necessary actions to improve it for the well-being of our community.

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

Sincerely,

[Your Name]

[Your Address]

[Your City, State, ZIP Code]

[Your Phone Number]

[Your Email Address]