

Request for Pothole Repair

Date: [Insert Date]

To: [Insert Local Authority/Department Name]

Address: [Insert Address]

Dear [Insert Name/Title],

I am writing to bring to your attention a persistent issue regarding potholes on [Insert Road Name/Location]. The condition of the road has significantly deteriorated, causing inconvenience and potential safety hazards for drivers and pedestrians.

The specific locations of the potholes are as follows:

- [Location 1 description]
- [Location 2 description]
- [Location 3 description]

I kindly request that the appropriate repairs be made at the earliest possible convenience to ensure the safety and accessibility of our community.

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

Sincerely,

[Your Name]

[Your Address]

[Your Contact Information]