

Request for Street Light Installation

Date: [Insert Date]

To,

[Recipient Name]

[Recipient Title]

[Department Name]

[City Council/Agency Name]

[Address Line 1]

[Address Line 2]

[City, State, ZIP Code]

Dear [Recipient Name],

We are writing to formally request the installation of street lights in our newly constructed housing development, [Development Name], located at [Development Address]. The project was completed on [Completion Date] and consists of [Number of Units] residential units.

As our community is growing, we have noticed the increasing need for adequate street lighting to ensure the safety and security of our residents. The absence of sufficient lighting poses potential risks, especially during the evening hours. We believe that installing street lights will significantly enhance visibility and contribute to the safety of all residents and visitors.

We kindly ask your department to assess our request at your earliest convenience and let us know the necessary steps to move forward with the installation process. Please feel free to reach us at [Your Phone Number] or [Your Email Address] for any further information required.

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

Sincerely,

[Your Name]

[Your Title/Position]

[Your Organization/Company Name]

[Your Address Line 1]

[Your Address Line 2]

[Your City, State, ZIP Code]

[Your Phone Number]

[Your Email Address]