

Request for Immediate Sidewalk Repairs

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Department or Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request immediate repairs to the sidewalk located at [specific location]. The condition of the sidewalk has significantly deteriorated, posing safety hazards to pedestrians, including vulnerable members of our community such as children and the elderly.

Specifically, I have observed [describe specific issues such as cracks, uneven surfaces, broken tiles, etc.]. These issues not only endanger those who walk on this sidewalk but may also lead to liability concerns for the city.

I kindly urge you to prioritize this matter and allocate resources for prompt repairs. Thank you for your attention to this urgent safety concern for our community.

Sincerely,

[Your Name]