

# Graffiti Removal Request

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Position]

[Property Management/City Department Name]

[Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to request the removal of graffiti that has appeared on the exterior of our commercial property located at [Property Address]. The graffiti is not only unsightly but also impacts the overall image of our business and the surrounding area.

We take pride in maintaining our property and ensuring the neighborhood remains welcoming. We kindly ask your assistance in addressing this issue at your earliest convenience.

Please feel free to contact me directly at [Your Phone Number] or [Your Email Address] if you require any further information or if there are any forms that we need to complete for this request.

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

Sincerely,

[Your Name]

[Your Position]

[Company Name]