

**Dear [Community Association/Manager's Name],**

I hope this message finds you well. I am writing to express my concern regarding the recent incidents of vandalism at our community mailbox located at [specific location].

As you may be aware, several residents have reported damage to the mailbox, which has raised concerns about the safety and security of our mail. This not only disrupts our daily routines but also impacts the trust we place in our community amenities.

I urge you to take immediate action to address this issue, whether it be through increased surveillance, repair of the damaged mailbox, or community awareness programs. It is essential to ensure a safe and secure environment for all residents.

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

Sincerely,  
[Your Name]  
[Your Address]  
[Your Contact Information]