

# Damaged Mailbox Notification

Date: [Insert Date]

To Whom It May Concern,

I am writing to inform you about a situation concerning my mailbox located at [Insert Address]. It has recently come to my attention that my mailbox has sustained damage due to [insert cause, e.g., weather conditions, vandalism, or accident].

The damage includes [provide details of the damage, e.g., a broken door, dented structure, etc.], which limits its functionality and may hinder mail delivery.

I kindly request that you take appropriate action to either repair or replace the mailbox at your earliest convenience, as this affects my ability to receive mail properly.

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

Sincerely,

[Your Name]

[Your Contact Information]

[Optional: Your Signature]