

Notification of Malfunctioning Streetlight

Date: [Insert Date]

To: [Insert Recipient's Name]

Position: [Insert Recipient's Position]

Department: [Insert Recipient's Department]

Address: [Insert Recipient's Address]

Dear [Insert Recipient's Name],

I am writing to inform you about a malfunctioning streetlight located at [Insert Street/Location]. The light has been out since [Insert Duration] and poses a safety concern for residents and motorists in the area.

We kindly request that the appropriate maintenance team assess and repair the light at their earliest convenience. The reference number for this issue is [Insert Reference Number].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Department]

[Your Contact Information]