

Request for Broken Streetlight Repair

Date: [Insert Date]

To: [Insert Recipient Name]

Title: [Insert Recipient Title]

Department: [Insert Department Name]

Address: [Insert Address]

Dear [Insert Recipient Name],

I am writing to formally request the repair of a broken streetlight located at [Insert Specific Location or Address]. The streetlight has been malfunctioning for [Insert Duration], causing safety concerns for both pedestrians and motorists.

As a resident of the area, I have noticed that the lack of adequate lighting makes the street unsafe during nighttime hours. I kindly ask for your prompt attention to this matter to ensure the safety of our community.

Thank you for your attention to this important issue. I look forward to hearing from you soon regarding the repair schedule.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]