

# Request for Snow Shovel

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title/Organization]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing on behalf of the residents of [Neighborhood/Community Name] to formally request a snow shovel to aid in our neighborhood clearing efforts during the winter season.

As we prepare for the upcoming snowfalls, we would like to ensure that our streets and sidewalks remain safe and accessible for all residents. Having an additional snow shovel would significantly enhance our ability to maintain our neighborhood.

We appreciate your consideration of our request and look forward to your positive response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]