

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Recipient's Name
Title
Department/Organization
Address
City, State, Zip Code

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the traffic accident statistics in [specific area or location]. As a concerned resident, I am interested in understanding the trends and safety measures being implemented to address this issue.

Specifically, I would appreciate if you could provide information on the following:

- Annual traffic accident statistics for the past five years
- Common causes of traffic accidents in the area
- Actions taken to improve safety on the roads

Your assistance in this matter would be greatly appreciated as it will help contribute to a safer community for all residents. Thank you for your attention to this inquiry, and I look forward to your prompt response.

Sincerely,
[Your Name]