

Formal Inquiry Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Local Government Office Name]

[Office Address]

[City, State, Zip Code]

Subject: Inquiry Regarding [Specific Issue]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally inquire about [specific issue or concern] that has been affecting our community. As a resident of [mention your neighborhood/area], I have observed [provide a brief description of the issue].

Could you please provide information on the current status of this issue? Additionally, I would appreciate any insights on what steps the local government is taking to address it and if there are opportunities for community involvement.

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

Sincerely,

[Your Name]