

Official Complaint to Local Council

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

Local Council
Council Address
City, State, Zip Code

Dear [Council Member's Name or Title],

I am writing to formally lodge a complaint regarding [briefly state the issue, e.g., "the ongoing noise pollution from construction work in our neighborhood"]. Despite multiple attempts to reach out and resolve this matter, the situation remains unchanged.

The impact of this issue has been significant; [explain how it has affected you and/or the community, e.g., "it disrupts our daily lives and affects our health"]. I have attached relevant documentation to support my complaint.

I urge the council to take immediate action to address this matter. Please let me know what steps will be taken to resolve this issue. I look forward to your prompt response.

Thank you for your attention to this important matter.

Sincerely,
[Your Name]