

Report of Issues Involving Government Official

Date: [Insert Date]

To: [Recipient Name]

Position: [Recipient Position]

Department/Agency: [Recipient Department/Agency]

Address: [Recipient Address]

Dear [Recipient Name],

I am writing to formally report an issue involving [Name of the Government Official], who holds the position of [Position of the Official]. This report is based on observations and information gathered from [briefly describe the context].

Details of the Issue

[Provide a detailed description of the issue, including dates, locations, witnesses, and any other relevant information. Be concise yet thorough.]

Impact of the Issue

[Explain how this issue affects the community, public trust, or the functioning of the government agency.]

Requested Action

I kindly request that this matter be investigated thoroughly and appropriate action be taken to address the issue.

Thank you for your attention to this important matter. I am willing to provide further information or clarification as needed.

Sincerely,

[Your Name]

[Your Address]

[Your Email]

[Your Phone Number]