

# Formal Complaint Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Recipient Position]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally express my concerns regarding the increasing truck traffic in our residential zones, specifically in [insert specific area or street]. Over the past few months, this issue has escalated to a point where it significantly affects the quality of life for residents.

The noise levels generated by the trucks, coupled with the safety hazards they pose, have become a serious concern. Many families in our community enjoy outdoor activities, but the disturbing sounds and heavy traffic have made it nearly impossible to do so.

Additionally, the wear and tear on our roads has increased, leading to potential damage and safety risks for both pedestrians and cyclists. I urge you to investigate this matter further and consider implementing measures to limit truck traffic in our residential areas.

Thank you for taking the time to address this pressing issue. I look forward to your prompt response.

Sincerely,

[Your Name]