

Formal Complaint Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally express my concern regarding the frequent traffic jams in our area and the detrimental impact they are having on local businesses, including my own.

Recently, the congestion has become unbearable, particularly during peak hours. The delays have discouraged customers from visiting local shops and restaurants, resulting in a noticeable decline in sales and overall business viability.

It is important for our community to address this issue promptly. I kindly request that you consider implementing measures to alleviate the traffic situation, such as enhancing public transportation options or improving road infrastructure.

Thank you for your attention to this pressing matter. I look forward to your timely response and hope we can work together towards a solution.

Sincerely,

[Your Name]

[Your Title/Position, if applicable]