

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Organization's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally express my concern regarding the unsafe parking conditions at [specific location]. Over the past few weeks, I have observed numerous safety hazards that pose a significant risk to both drivers and pedestrians.

Specifically, [describe the unsafe conditions, e.g., poor lighting, obstructed views, lack of designated parking spaces]. On [specific dates or incidents], I witnessed [describe incidents or near-misses]. These situations are unacceptable and require immediate attention to ensure the safety of all who use this area.

I urge you to take prompt action to address these issues. Possible solutions could include [suggest potential solutions, e.g., improved signage, better lighting, increased enforcement of parking regulations].

Thank you for your attention to this urgent matter. I look forward to your prompt response and seeing improvements in the parking conditions.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]