

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Title/Position]

[Department/Agency Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally express my concern over the deteriorating condition of the roads in our neighborhood, particularly regarding numerous potholes and the lack of proper maintenance that poses a hazard to drivers and pedestrians alike.

In recent months, I have witnessed an increase in the number of potholes on [specific streets or areas], leading to safety issues and damage to vehicles. Additionally, the maintenance of these roads appears to be insufficient, contributing to further degradation.

It is in our community's best interest to address these issues promptly to ensure the safety and well-being of all residents. I kindly request that your office take immediate action to assess and repair the affected areas.

Thank you for your attention to this pressing matter. I look forward to your prompt response and the necessary steps taken to resolve these issues.

Sincerely,

[Your Name]