

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Title]  
[Department/Agency Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally express my concerns regarding the hazardous conditions of the roads in [specific location/area]. As a resident of [your locality] and a regular commuter, I have observed that the deteriorating road conditions have posed significant safety risks to drivers and pedestrians alike.

Specifically, the [mention specific roads or intersections] are riddled with potholes and uneven surfaces, which have led to numerous near accidents and vehicle damages. The lack of proper signage and lighting further exacerbates the situation, making it even more perilous, especially during inclement weather.

Given these pressing issues, I urge the [Department/Agency Name] to prioritize the maintenance and repair of these roads to ensure the safety of all road users. Prompt action on this matter would not only improve traffic flow but also enhance safety standards in our community.

Thank you for your attention to this serious issue. I look forward to your timely response and hope to see improvements in the near future.

Sincerely,  
[Your Name]