

Formal Complaint Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Position]

[Department/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally express my concern regarding the inadequately lit roads in [specific location or area]. It has come to my attention that the lack of proper street lighting has resulted in numerous accidents, putting the safety of residents and commuters at serious risk.

On [specific date or incident], I witnessed an accident involving [brief description of the incident]. This incident was primarily caused by the poor visibility due to unlit roadways. Such occurrences not only jeopardize the safety of those involved but also create a sense of insecurity among the community members who utilize these streets daily.

As a concerned resident, I urge the local authorities to take immediate action to address this pressing issue. Installing proper streetlights and ensuring regular maintenance would significantly enhance safety for all road users.

Thank you for your attention to this matter. I look forward to your prompt response and a tangible plan to improve the lighting conditions in our area.

Sincerely,

[Your Name]