

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

Recipient's Name  
Recipient's Title  
Company/Organization Name  
Address  
City, State, Zip Code

Dear [Recipient's Name],

I am writing to formally express my concern regarding the hazardous driving conditions that have been present on [specific road/area] for an extended period. The situation has become increasingly dangerous for both drivers and pedestrians.

On [specific date], I encountered [describe the dangerous condition, e.g., excessive potholes, poor signage, lack of lighting], which posed a significant risk. I observed multiple near-misses and felt it was imperative to address this issue to prevent potential accidents.

I urge you to investigate this matter promptly and implement measures to improve the safety of our roads, such as [specific suggestions for improvement]. The well-being of our community depends on safe driving conditions.

Thank you for your attention to this critical issue. I look forward to your prompt response and a plan of action to rectify these hazardous conditions.

Sincerely,  
[Your Name]