

(Date of Letter)

(Road Maintenance Department)

(Street Address)

(City, State and Zip Code)

RE: Road Maintenance

Attn: Road Maintenance Department

Dear Road Maintenance Department:

For some time now there has been a problem with the road condition at the following location:

(identify specifically the street location, intersection, etc., where road maintenance is required). The specific problem with the street and/or road at the aforementioned location is

(describe problem with the street and/or road). This condition represents a potentially dangerous situation to the traffic and/or pedestrians using said roadway; therefore, it is critically important that immediate attention be devoted to this location for improvement. Kindly provide the undersigned information as to when the road improvements may be made. Should you have any questions relative to this request, please do not hesitate to contact the undersigned. Thank you.

Very truly yours,

(Signature)

(Address)

(City, State and Zip Code)

(Phone Number)

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This is not a substitute for legal advice. An attorney must be consulted.