

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

		Return address:
		Name
	Date	Address Line 1
		Address Line 2
		City, State Zip Code
Name		
Address Line		
Address Line		
City, State Zip Code		

Re: Complaint to Mayor Concerning Problems in Community

Dear Mayor :

I am writing to inform you of the current problems that are present in my community. Currently, there are a vast amount of abandoned buildings in the surrounding neighborhoods and the downtown area. These buildings have become a nuisance within the community because it is a known fact that these buildings are used for illegal drug activity.

Also, there remains a problem with road repair. During the past six months, I replaced all four tires on my vehicle because the potholes in the streets caused massive tire damage my first set of tires. As a citizen of this community for a number of years, I was taught to take pride in my home and my community, however, this is becoming quite difficult to do under the present circumstances.

I am requesting that as the Mayor of , you address these issues immediately for the good of all of the citizens of and for the overall image of . I truly appreciate your attention to these matters.

Sincerely,

N A M E