

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Date]  
[Recipient Name]  
[Recipient's Position]  
[Company/Organization Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to bring to your attention an issue regarding the left turn signals at the intersection of [specific intersection or location].

Recently, I have noticed that the left turn signals are either malfunctioning or not functioning as intended, which has led to confusion and potential safety hazards for both drivers and pedestrians.

I believe that addressing this issue could significantly improve the flow of traffic and enhance safety for everyone at this intersection.

Thank you for your attention to this matter. I look forward to your prompt action.

Sincerely,

[Your Name]  
[Your Contact Number]