

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

[Appropriate Authority/Department Name]
[Office Address]
[City, State, Zip Code]

Subject: Application for Public Works Department Services

Dear [Appropriate Authority/Department Name],

I am writing to formally request services from the Public Works Department for [briefly describe the specific service needed, e.g., road repair, drainage issues, etc.].

The specifics of the situation are as follows:

- Location: [exact location or address]
- Description of the Issue: [brief description of the problem]

I would appreciate your prompt attention to this matter. Please feel free to contact me at [your phone number] or [your email] for any further information.

Thank you for your consideration.

Sincerely,
[Your Name]