

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

To,

The [Concerned Authority]
Public Works Department
[Department Address]
[City, State, Zip Code]

Subject: Application for [specify the request, e.g., repair, maintenance, etc.]

Dear [Concerned Authority's Name],

I am writing to formally request [describe the purpose of your application, e.g., repair of a road, improvement of drainage, etc.] in [specific location or area].

[Provide a brief description of the issue, how it affects the community, and any pertinent details.]

I kindly urge you to consider this matter at your earliest convenience, as it is crucial for [mention the impact or importance, e.g., safety, accessibility, etc.].

Thank you for your attention to this request. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]