

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Date]
[Recipient Name]
[VDOT Office Name]
[VDOT Address]
[City, State, ZIP Code]

Dear [Recipient Name],

Subject: Request for Review of [Specific Issue/Concern]

I hope this letter finds you well. I am writing to formally request a review by the Virginia Department of Transportation (VDOT) regarding [brief description of the issue/concern, e.g., road conditions, traffic signal, safety concerns, etc.].

[Provide a detailed description of the issue, including any relevant data, observations, or incidents that support your request. Mention specific locations, dates, and the impact of the concern on the community.]

Given the importance of this matter for [explain why this issue is significant for the community or area], I believe it is essential for VDOT to investigate and address [specific issue].

I appreciate your attention to this matter and look forward to your prompt response. Please feel free to contact me at [your phone number] or [your email address] should you require any additional information.

Thank you for your consideration.

Sincerely,

[Your Name]
[Your Title/Position, if applicable]