

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
[City Council/Local Authority Name]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Request for the Installation of a New Zebra Crossing at
[Location]

I am writing to formally request the installation of a new zebra crossing at [specific location or intersection], which I believe is essential for the safety of pedestrians in our community.

[Briefly explain the reason for your request, including details about traffic volume, presence of schools, parks, or other pedestrian traffic generators, and any recent incidents or safety concerns.]

Given the above points, I kindly ask that the council consider conducting a traffic assessment and prioritizing the installation of a zebra crossing at this location. The safety of our residents, particularly the children and elderly, is of utmost importance, and this measure would make a significant difference.

Thank you for considering this important request. I look forward to your positive response and am happy to discuss this matter further.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]