

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
[Department/Organization Name]
[Address]
[City, State, ZIP Code]

Dear [Recipient Name],

Subject: Request for Zebra Crossing Sign Installation

I hope this message finds you well. I am writing to formally request the installation of a zebra crossing sign at [specific location or street name], as it has become increasingly clear that this area presents a safety concern for pedestrians.

The reasons for this request include:

1. High volume of pedestrian traffic, particularly during [specific times, e.g., school hours].
2. Lack of visibility for both pedestrians and drivers in this area.
3. Several near-miss incidents reported by local residents.

I believe that the installation of a zebra crossing sign would greatly enhance the safety of both pedestrians and drivers. I would appreciate your prompt attention to this matter and look forward to your favorable response.

Thank you for considering this important request.

Sincerely,

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