

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]
[Recipient Name]
[Recipient Title]
[City Council/Department of Transportation]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request the installation of a zebra crossing at [specific location] due to [reasons for request, such as increased foot traffic, nearby schools, safety concerns, etc.].

The current situation poses potential risks for pedestrians, particularly [mention any specific groups, e.g., children, elderly]. The addition of a zebra crossing would significantly enhance safety and ease of access for all individuals crossing [specific road or intersection].

I kindly urge you to consider this request and look forward to your positive response. Thank you for your attention to this important matter.

Sincerely,

[Your Name]
[Your Contact Information]