

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

[Recipient's Name]  
[Title/Position]  
[Organization/Company Name]  
[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Proposal for Zebra Crossing Design

I am writing to propose the design and implementation of a zebra crossing at [specific location] to enhance pedestrian safety and traffic management in our community.

[Begin with a brief introduction of the location and current situation regarding pedestrian crossing.]

The proposed design includes [describe design features, such as size, colors, signage, and lighting]. Our goal is to improve visibility and safety for pedestrians, especially for vulnerable groups such as children and the elderly.

By implementing this zebra crossing, we aim to [state benefits, such as reduced accidents, improved traffic flow, and enhanced community accessibility].

I suggest we hold a meeting to discuss this proposal in detail and explore ways to move forward. Thank you for considering this important initiative.

Sincerely,

[Your Name]

[Your Position/Title, if applicable]