

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

[Date]
[Recipient Name]
[Title]
[Department/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Request for Traffic Study at Zebra Crossing on [Location/Street Name]

I hope this letter finds you well. I am writing to formally request a traffic study at the zebra crossing located at [specific location or intersection] due to [reason for concern, e.g., increased pedestrian traffic, safety issues, recent accidents, etc.].

Given the importance of pedestrian safety and the growing usage of this crossing, I believe it is essential to assess the current traffic patterns and conditions. A thorough study will provide insights into [specific issues such as the need for additional signage, lights, or other safety measures].

I kindly ask that the study be conducted at your earliest convenience and appreciate any updates regarding this matter. Should you require any additional information from my end, please do not hesitate to reach out. Thank you for your attention to this important issue.

Sincerely,

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