

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

Virginia Department of Transportation
[VDOT Office Address or specific department]
[City, State, ZIP Code]

Subject: Maintenance Request for [Location/Description of Issue]

Dear VDOT Maintenance Team,
I hope this letter finds you well. I am writing to bring to your attention a maintenance issue in our community that requires urgent attention.

****Issue Description:****

[Briefly describe the issue, e.g., potholes, damaged signage, overgrown vegetation, etc.]

[Provide specific details about the location and severity of the issue.]

****Location Details:****

[Provide the exact address or intersection If applicable, include landmarks for easier identification.]

This issue has been affecting the safety and accessibility of the area for residents and visitors. I kindly request that VDOT assess the situation and take the necessary steps to address it as soon as possible. Thank you for your attention to this matter. I appreciate your prompt response.

Sincerely,

[Your Name]
[Your Signature (if sending a hard copy)]