

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

Dear [Recipient Name],

Subject: Safety Concern on [Specific Location/Issue]

I hope this message finds you well. I am writing to bring to your attention a safety concern that I have observed at [specific location or intersection] in [City/Town].

[Briefly describe the issue, including any relevant details such as traffic patterns, accidents, or unsafe conditions. Mention how long you have noticed this problem and any specific incidents that have occurred.]

I believe that this issue poses a significant risk to drivers, pedestrians, and cyclists in the area. [If applicable, suggest possible solutions or improvements that could be made to enhance safety, such as better signage, improved lighting, or road modifications.]

I appreciate the efforts of VDOT in maintaining safe roadways and transportation systems, and I trust that this concern will be addressed promptly. Please feel free to contact me if you require any further information or clarification regarding this matter.

Thank you for your attention to this important issue.

Sincerely,  
[Your Name]