[Name of Recipient] [Designation of Recipient] Date:

**Subject: Letter to City Government for Solving Traffic Issues**

Dear Sir/Madam,

I hope you find this letter in good health. I am [sender name] and I live in [mention address]. Being a responsible citizen, I am writing this letter to bring the issue of traffic to your attention.

Since 2 months, we have been facing a lot of problem due to these traffic problems. The routine heavy traffic jams at our main road [mention road address] cause everyone a lot of trouble, and due to which we are not being able to reach at time on our workplaces. Moreover, the poor condition of the road has also caused many fatal accidents.

Despite many complaints, this issue has not been managed and resolved. So, I would like you to take this matter into your consideration and resolve this issue as soon as possible.

Looking forward to your positive response.

Thanks.

Sincerely,

[Sender Name]

[Sender Address