[Sender’s Name]

[Sender’s Address]

Date:

[Recipient’s Name]

[Recipient’s Address]

**Subject: Construction of Pavement for Pedestrians**

Dear Sir/Madam,

Being a responsible citizen, I would like to bring to your attention the need for the construction of pavements for pedestrians. We all know that the city traffic has increased quite exponentially in the last few years. As a result, it is getting very difficult day by day to walk across the sides of the roads.

It is becoming very risky for the children as well as the old age people to walk by the sides of the roads. That is why we have also seen some increase in road accidents for the last few months. I am also aware that some parts of the city have properly constructed pavements however the other parts and especially the southern side of the city have either half-constructed pavements or no pavements at all.

So, it is my humble request that kindly take this matter into your special consideration. I am hopeful that you will definitely try to resolve this issue as soon as possible.

Thanking You.

Yours Truly,

[Sender Name]

[Sender Signature]

[Sender Contact Details]