[Sender’s Name]

[Sender’s Address]

Date:

[Recipient’s Name]

[Recipient’s Address]

**Subject: Request the Need for Street Lights**

Dear Sir/Madam,

I am writing this letter to bring to your attention the need to for street lights in our locality, [Mention Name of the Locality].

It’s been almost 10 days since the street lights of our locality have stopped working. Due to this, it gets very difficult to walk on the streets when it gets dark. Moreover these days, multiple incidents of street crimes have also been reported.

So on behalf of the residents of [Mention Name of the Locality], I would like you to please resolve this issue for us as soon as possible. I will be looking forward to your response.

Yours Truly,

[Sender Name]

[Sender Signature]

[Sender Contact Details]