[Name of Recipient]

[Address of Recipient]

Date:

**Subject: [Write an Appropriate Subject Line in bold letters]**

Dear Mr. / Mrs. [Name of the Recipient],

Our residential community, [mention Name of Community/Society/Area], will only be safe if we take steps to ensure its safety. For the last few months, there have been reported many incidents of robbery and snatching at night time. I mean how we can call ourselves safe if we can’t walk on the streets without fear.

In my opinion, we should hire a proper security company for the security and safety of our society. The guards must cover the entry and exit points and must patrol inside the society during the day and night time. Every resident of the community should contribute equally to the payment to the security company. I think that’s the only way we can overcome the problem of robbery and street crimes.

If the other members of the society also agree to this suggestion, let’s meet together at the community office and finalize this. I hope that you will take serious notice of this suggestion.

Yours Truly,

[Sender Name]

[Sender Signature]

[Sender Address]

[Sender Contact Details]