[Sender’s Name]

[Sender’s Address]

Date:

[Recipient’s Name]

[Recipient’s Address]

**Subject: Request to Municipal Official to Remove a Fallen Tree on the Road**

Dear Sir/Madam,

As a result of great thunder and heavy rainfall last Thursday, a huge tree fell on the main St. Smith Road. The fall of this tree has blocked this main road. It’s already been four days today but the tree has not been removed.

As a result, most of the citizens have to face heavy traffic jams. The alternate route is also quite long and is not in a good condition. Therefore, I request you to kindly resolve this issue as soon as possible.

Thanking you in anticipation.

Yours Truly,

[Sender Name]

[Sender Signature]

[Sender Contact Details]