There is a problem in the road outside your house.

Write a letter to your local councillor. In your letter

* Introduce yourself
* Explain what problem is

Tell the councillor what would like to be done

Dear Sir/Madam,

I am writing to bring your attention to a road maintenance issue just outside my house on North road.

My name is XYZ, I have been residing at number 20 North Road for over 10 years and never had reason to complain the council before.

Recently, a large pothole has appeared on the side of the road closest to my house. When it rains, the pothole fills with water and becomes an invisible danger to drivers. It is also an eyesore for those of us living in the vicinity.

I have called the Council offices on several occasions to report the problem, but still nothing has been done. I would like to request you to address the matter personally and ensure it would be treated as priority by the road maintenance department.

Looking forward for the positive and prompt response.

Faithfully yours,

ABCD.