

Complaint to Municipal Commissioner

READY-TO-USE CIVIC TEMPLATE

Use this template for municipal issues such as roads, drainage, sanitation, streetlights or waste collection. Adapt the recipient title to the local body.

Instructions: Replace all text in square brackets with your details. Remove any instructions or sections that do not apply. Keep the letter factual and attach only relevant supporting documents.

[Your Full Name / Residents' Association]

[Address]

[Ward Number and Locality]

[Phone Number] | [Email Address]

[Date]

To,

The Municipal Commissioner

[Name of Municipal Corporation / Urban Local Body]

[City]

Subject: Complaint regarding [issue] at [location/ward]

Respected Sir/Madam,

I am writing to report [describe the issue] at [specific road, street, landmark or location] in Ward No. [number], [city]. The problem has been observed since [date/period].

The issue is causing [describe the practical impact, such as unsafe movement, waterlogging, unhygienic conditions or disruption to residents]. It affects [approximate number or type of people, if known].

I request the concerned department to inspect the location and take appropriate action. Kindly register this complaint and share the complaint/reference number, the department handling it and any expected next steps, if available.

Previous complaint details, if any: [reference number, date and channel].

Evidence attached: [photographs, location details or other documents].

Thank you.

Yours faithfully,

[Name]

[Signature, if printed]

[Contact Number]