[Insert group name]

[Insert group address]

[Insert group suburb/town, state and postcode]

[Insert date]

[Insert recipient name]

[Insert recipient title]

[Insert recipient company / organisation name]

[Insert recipient address]

[Insert recipient suburb/town, state and postcode]

Dear [insert recipient name],

We understand that your organisation is responsible for the management and maintenance of [insert issue–e.g. roads, trees, footpaths, traffic management] in [insert area – e.g. town or suburb].

We are writing to ask you to take action on an issue affecting the safety and enjoyment of people living and working near [insert location, street and suburb].   
The problem is [insert details].

The [insert number of members] of our group are quite concerned about this   
issue, and some of those have indicated that their neighbours and friends share   
our concern.

We all want to be able to walk more. We know that walking is great for our health and protecting our environment. We also know that more people walking on our streets improves local safety and security, encourages people to get to know their neighbours, reduces traffic, boosts road safety, and benefits local businesses.

There are a number of things that could be done to improve this situation. They include:

[insert some of the things that the government body could do to fix the problem].

We believe that these important actions would benefit everyone in the area.

Your attention to this issue will be greatly valued by the community in the   
[insert location] area.

Thank you for your support.

Sincerely,

[insert name]

on behalf of [insert group name]