

[NAME]

[ADDRESS]

[PHONE]

[DATE]

[TOWN CONTACT INFORMATION]

Re: [ADDRESS OF DEFECT]

Dear Sir/Madam:

I am writing this letter to inform you of a roadway defect at the above referenced location. The subject location is extremely dangerous, as it [DESCRIPTION OF DEFECT]. Pursuant to Town Law § 65-a and [SPECIFIC TOWN CODE], you are hereby put on notice of the defective roadway condition. I respectfully request that you remedy the defect immediately.

Respectfully,

[YOUR NAME]

CC: [TOWN Superintendent of Highways OR TOWN Department of Public Works]

[ADDRESS]