Date:

To

[The Recipient Name]  
[Address]

Dear Mr. [name]

**Subject: Complaint Letter on illegal parking at [XYZ]**

I am a resident of [address] and as you know that the newly constructed shopping mall is present right across the road so a lot of people instead of parking their cars in the properly allocated parking space, park their cars in front of our house and leave for hours. Often, they even block the entrance to my house.

Also, they throw litter out of their cars and our street is constantly dirty due to this. It is really causing us a lot of inconveniences and there is no privacy as strangers are roaming our street all the time. we are worried about the safety of our younger children and do not allow them to step out of the house alone.

In the master plan, the entrance for the plaza was kept away from the residential area and the opposite gates were to be opened. The road leading to the residential area was to be cordoned off so that people visiting the plaza could not enter or park in our street. I have no idea why this plan is not being put in place as this would immediately cater to a lot of our issues and solve a lot of our problems.

Please look into this matter at the earliest as it is causing a lot of stress and friction in our neighborhood and results in arguments every other day.

Looking forward to your swift response.

Yours Sincerely.

Name  
Designation  
Department name