An old car was left on the street near your apartment block several weeks ago. You telephoned the local Council to get them to take it away, but nothing has been done about it. The car is now causing an problem for residents.

Write a letter to the Council. In your letter

* describe the car
* outline the problems it is causing
* tell the Council what you want them to do

Dear Sir/Madam,

I am writing with regard to the problem that an old car has caused for our neighborhood. It was left on the street near my apartment a few weeks ago and so far, no one has come to take it.

The car is a silver gear Peugeot whose windshield is broken and all its four wheels are punctured. It seems that the gasoline has been stolen as the car tank is left open.

Unfortunately, the long stop and its improper situation have made it a home for local stray cats that make a lot of noise during nights. On the other hand, when passing by the car, an unpleasant smell is felt due to the animal waste.

A few days ago, I explained the problem to your central office on the phone. But, surprisingly, no action has been taken yet. As the governing body of the city, it is expected that the city’s hygiene and visual beauty is one of the main concerns of that council.

Looking forward to quick handling of the issue and thank you very much in advance for your time and consideration.

Yours truly,

Mary Smith