[Your Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Recipient Name or Department]
[Local Government or Utility Agency]
[Address]
[City, State, Zip Code]

Subject: Formal Request for Flood Mitigation and Water Backup Protection

Dear [Recipient Name],

I am writing to formally report recurring flooding and water backup issues affecting my property and the immediate neighborhood at [Your Neighborhood Name/Address].

During recent heavy rainfall events, we have experienced significant water accumulation due to [describe issue, e.g., clogged storm drains, insufficient street drainage, or sewer backup]. This poses a serious risk to our homes, property values, and public health.

I am requesting that the [City/County/Utility Department] conduct an immediate inspection of the local drainage infrastructure and implement the following protections:

- Clearing of debris from storm grates and catch basins.
- Assessment of the sewer line capacity to prevent residential backups.
- Long-term structural improvements to manage storm water runoff in this area.

Please provide an update on any planned maintenance or mitigation projects scheduled for our street. I have attached [photos/videos/logs] of the most recent flooding incident for your records.

I look forward to your prompt response regarding this matter.

Sincerely,

[Your Signature]
[Your Printed Name]