

Email:

Please ask for:

Date:

Mrs/Mr XYZ

Address 1

Address 2

Address 3

Dear XYZ

LOCATION - REQUEST FOR

Thank you for your letter/email of *date* concerning the above matter.

We receive many requests for dropped kerbs but we can only address a small number of them each year.

I will arrange for an assessment of this dropped kerb at to be carried out at the earliest opportunity. Please be aware that depending on the result of the assessment your request may not proceed further, for example if the site is not deemed suitable. If the assessment confirms that dropped kerbs can and should be installed, the request will be added to our dropped kerbs waiting list. The sites on this list will typically be installed in the date order in which they have been received.

As I have mentioned, we are limited on the number of these dropped kerbs we can install each year, so it is entirely possible that your specific request may not be installed for a number of years.

Yours sincerely

Damian Lush

Road Safety Technical Officer