

# Terrapin City Council

1234 Main Street  
Terrapin, VT 12345

November 15, 2018

David Gills  
5678 High Street  
Terrapin, VT 12345

Dear Mr. Gills:

Potholes can cause damage to vehicles and can ruin a relaxing car ride home. Thank you for bringing the matter of the potholes on Main Street to our attention.

You have requested for the potholes on your street to be filled prior to the start of the new year.

The recent rainy weather mixed with the freezing temperatures has caused more potholes each week. Potholes occur when rainwater freezes and expands in the cracks of the road. The water expanding causes the sub-layers of the road to be displaced and potholes are formed. Pothole repairs must occur when temperatures are above freezing for a period of at least a week to allow enough time for the material to cure. The weather forecast does not have temperatures being above freezing again until after the new year.

City Council wants you to be satisfied with the roads you drive on daily. We will gladly temporarily patch the potholes on your road with asphalt until we can have the potholes permanently repaired in the spring.

Our city strives to be a beautiful place to live. We know that you will enjoy your relaxing car rides home on the patched and repaired road.

Yours sincerely,

*Sarah Wright*

Sarah Wright  
Terrapin City Councilor