

Footpath Guardian – Standard 'follow-up' letters

When you have received no response to your original report (after 1 month):

Dear Sir/Madam

I reported a public right of way problem to your office on [day month year]. The report was submitted on a 'Footpath Guardian – Path problem report' form, with identifier code: [FG code]. It is now [number] weeks since that report was submitted, yet I have received no response from your office. I would appreciate notification that you received this report and an indication of the work planned to solve the problem.

Many thanks.

Yours sincerely,

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When you have received only a 'holding' response to your report (after 6 weeks):

Dear Sir/Madam [or name of officer if you have it]

I reported a public right of way problem to your office on [day month year]. The report was submitted on a 'Footpath Guardian – Path problem report' form, with identifier code: [FG code]. I received a holding response from your office on [day month year].

It is now [number] weeks since I submitted the report, yet I have received no further response from your office. I would appreciate an update on the situation and an indication of the work planned to solve the problem.

Many thanks.

Yours sincerely,

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When action was promised but on re-visiting the path you find that the problem has not been solved (after 3 months):

Dear Sir/Madam [or name of officer if you have it]

I reported a public right of way problem to your office on [day month year]. The report was submitted on a 'Footpath Guardian – Path problem report' form, with identifier code: [FG code].

You responded on [day month year] outlining the action you would take to solve this problem. Namely, [brief outline of action promised].

I re-visited the path in question on [day month year]. It appears that the promised work has not been carried out and the path problem remains, some [number] weeks since I first reported it. I would therefore appreciate an update on the situation and an indication of the timescale for carrying out the promised work.

Many thanks.

Yours sincerely,

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