**To**

**[The Recipient]**

**Re. Asking Disciplinary Committee of the CLG to Intervene w.r.t. Riots at [name] Polling Stations**

Dear [name],

You are requested to take immediate action against the members of political parties, polling stations staff members, guardians of the mentioned polling stations appointed by the Election Commission (ESCUS), and others involved in the riots at [name the area] polling stations. The disciplinary committee of ESCUS has the responsibility to keep law and order and everything regularized at the polling.

On [date], there has been seen violent riots and conflicts among the political parties and their supporters leading to serious injuries to a few. All of them have been reported to the city police and criminal investigation teams whereas ESCUS in charge of discipline should take strict measures to exemplify such riots.

You are requested to assist the police and intervene in this matter. You are required to get the root causes of such riots always happening during elections and take strict disciplinary actions. Submit the report to the office of senior administrator office within two days after completing the inquiry. Thank you.

Regards

[name]  
[position]  
[name of the department and institute]  
[sign]

[date]