

Drainage Issue Report

Date: [Insert Date]

To: [Landlord/Property Manager Name]

From: [Your Name]

Address: [Your Address]

Email: [Your Email]

Phone: [Your Phone Number]

Subject: Report of Drainage Issue

Dear [Landlord/Property Manager Name],

I am writing to formally report an issue concerning the drainage system in my unit, located at [Your Address].

The drainage problem was first noticed on [Insert Date], and it has progressively worsened. [Briefly describe the specific issue - such as water backing up, slow drainage, foul odors, etc.].

This issue has caused [mention any inconveniences or damages caused by the drainage issue]. It is important that this matter is addressed promptly to prevent further complications.

I request that a maintenance team be dispatched to assess and resolve this drainage issue at the earliest possible convenience. Please let me know when I can expect a visit.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]