

Notification of Drainage Problem

Date: [Insert Date]

To: [Insert Recipient Name]

Address: [Insert Recipient Address]

Dear [Recipient Name],

I am writing to formally notify you about a drainage problem that has been affecting the premises located at [Insert Address/Location]. We have observed ongoing issues with water accumulation and inadequate drainage, which have resulted in [briefly describe the consequences, e.g., flooding, property damage, health risks].

This situation has raised concerns among residents and requires prompt attention to prevent further complications. We kindly request that you investigate this matter and take appropriate action to rectify the drainage issues at your earliest convenience.

Please feel free to contact me at [Insert Your Phone Number] or [Insert Your Email Address] to discuss this matter further.

Thank you for your attention to this urgent issue.

Sincerely,

[Your Name]

[Your Position/Title]

[Your Organization/Company Name]

[Your Contact Information]