

Urgent Notice

Date: [Insert Date]

To: [Insert Name/Department]

From: [Your Name/Your Company]

Subject: Immediate Attention Required - Blocked Drain Issue

Dear [Recipient's Name],

We are writing to inform you of an urgent issue regarding a blocked drain located at [specific location]. The blockage has resulted in [brief description of the consequence, e.g., flooding, unpleasant odors, environmental concerns].

We request that this matter be addressed as soon as possible to prevent further complications and ensure safety for all individuals in the vicinity.

Please let us know a suitable time for your team to assess and resolve the issue, or if you require any additional information.

Thank you for your immediate attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]