

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Recipient Name
Company/Organization Name
Address
City, State, Zip Code

Dear [Recipient Name],

I am writing to formally raise a complaint regarding a persistent water leak in my apartment/unit located at [Your Address]. Despite previous verbal notifications on [mention dates], the issue remains unresolved.

The water leak has caused [explain issues caused by the leak, e.g., damage to property, mold growth, etc.]. I have made several attempts to contact your maintenance team but have not received an adequate response or action.

I kindly request immediate attention to this matter. It is essential that the leak is repaired promptly to prevent further damage and inconvenience. Please inform me of the steps you will take to address this issue.

Thank you for your attention to this urgent matter. I look forward to your prompt response.

Sincerely,
[Your Name]