

Request for Immediate Action on Water Leak

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Recipient Title/Position]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to bring to your immediate attention a water leak that has been occurring at my residence located at [Your Address]. The leak was first noticed on [Date of First Notice] and has since worsened, causing damage to my property.

Given the urgency of the situation, I kindly request that action be taken as soon as possible to address this issue. I believe that your prompt response will help prevent further damage and ensure the safety and comfort of my household.

Please feel free to contact me at [Your Phone Number] or [Your Email] for any further information or to arrange for an inspection of the leak.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]