

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

Recipient's Name
Recipient's Position
Company/Agency Name
Company Address
City, State, ZIP Code

Dear [Recipient's Name],

I am writing to formally address my ongoing concern regarding an unresolved water leak situation at my residence located at [Your Address]. Despite my previous appeals for assistance, the issue remains unaddressed, leading to further damage and inconvenience.

Since [Insert Date of First Report], I have reported the leak multiple times through [Insert method of communication, e.g., phone calls, emails]. Each time, I was assured that the issue would be resolved promptly. Unfortunately, as of today, the leak persists and has caused significant [mention any side effects: damage, mold, etc.].

I urge you to take immediate action to rectify this situation. I would appreciate a response by [insert date], outlining the steps that will be taken to resolve the leak.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]