

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Organization/Company Name]

[Organization Address]

[City, State, Zip Code]

Subject: Expression of Concern Regarding Water Leak

Dear [Recipient's Name],

I am writing to formally express my concern regarding a water leak in my apartment located at [Your Apartment Number/Address]. The leak has been persistent and has significantly affected my living conditions.

As a result of the leak, I have experienced [describe specific issues, e.g., water damage, mold growth, increased humidity]. These issues not only pose a risk to my health and safety but also impact the overall comfort of my home.

I kindly request that this matter be addressed at your earliest convenience. I would appreciate a timely response outlining the steps that will be taken to resolve this issue.

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

Sincerely,

[Your Name]