

Formal Appeal for Immediate Water Leak Repairs

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

To:

[Recipient Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally appeal for immediate attention to a water leak occurring at my property located at [Your Address]. The leak has been persistent since [Date of First Notice] and has caused significant inconvenience and damage.

Despite previous communication regarding this issue, no repairs have been undertaken. The continuous leak not only affects the functionality of my property but has also raised concerns about potential health hazards, including mold and structural damage.

Requesting prompt action to address this urgent matter, I kindly ask for an inspection and subsequent repairs at your earliest convenience. Your immediate attention to this issue is crucial.

Thank you for your understanding and cooperation. I look forward to your prompt response.

Sincerely,

[Your Name]