

Notification of Drainage Obstruction

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Subject: Notification of Drainage Obstruction

Dear [Recipient's Name],

We hope this letter finds you well. We are writing to inform you about a drainage obstruction located at [specific location]. Our team has identified that the drainage system is currently blocked due to [brief description of the cause, e.g., debris, sediment, etc.].

This obstruction may lead to potential flooding and other related issues in the area if not addressed promptly. We kindly request your cooperation in resolving this matter at your earliest convenience.

Please feel free to contact us at [Your Phone Number] or [Your Email Address] to discuss this issue further.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization Name]

[Your Company Address]