

Request for Resolution of Water Drainage Issue

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to bring to your attention an urgent issue regarding water drainage in our area. [Briefly describe the problem, including specific details such as location, extent of the issue, and any previous communications or actions taken].

This issue has caused [describe any negative impacts caused by the drainage problem, e.g., property damage, health concerns, etc.], and it is imperative that we find a resolution as soon as possible.

I kindly request that your office prioritize this matter and take the necessary steps to investigate and resolve the drainage issue. I am available for a meeting to discuss this issue further at your earliest convenience.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]