

Formal Complaint Regarding Water Supply Leaks

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

Email: [Your Email]

Phone: [Your 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 formally lodge a complaint regarding the ongoing leaks in the water supply affecting my neighborhood, particularly in [specific area or street name]. Despite previous notifications to your department, the issue has not been resolved, leading to significant inconvenience and concerns for the local community.

The water leakage has not only escalated water bills but also posed potential health risks and property damage. Several residents have expressed their frustrations, and the situation demands immediate attention.

I kindly urge you to prioritize this matter and dispatch a team to assess and repair the leaks as soon as possible. We believe that effective communication and prompt action can restore the community's faith in reliable water services.

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

Sincerely,

[Your Name]