

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

## **Subject: Formal Complaint Regarding Water Quality Issues**

Dear [Recipient's Name],

I am writing to formally lodge a complaint regarding ongoing water quality issues that I and my neighbors have been experiencing in our area. It has come to our attention that the water supplied to our homes has been contaminated and is unsafe for consumption.

Specifically, we have noticed [describe the issues in detail, e.g., discoloration, unpleasant odor, or unusual taste]. These problems have persisted since [mention duration], and despite previous reports made to your office, no adequate solutions have been provided.

As a resident and customer, I believe it is essential that the water supplied to our community meets safety standards and does not pose a health risk. We request that you investigate this matter promptly and take appropriate action to rectify the situation.

Thank you for your immediate attention to this urgent issue. I look forward to your prompt response and a resolution to this matter.

Sincerely,

[Your Name]