

[Your Name]

[Your Position]

[Your Organization]

[Organization Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally address a matter of concern regarding the excessive levels of chlorine detected in our water supply. Recent tests conducted on [insert date of testing] indicated that the chlorine levels exceed the acceptable limits set by [relevant authority or organization].

Given the potential health risks associated with elevated chlorine levels, we urge your organization to investigate this matter promptly and take necessary measures to rectify the situation. We are committed to ensuring the safety and well-being of our community and appreciate your immediate attention to this issue.

Please provide us with an update on the steps being taken to address the chlorine levels in our water supply. We would like to schedule a meeting to discuss this issue further at your earliest convenience.

Thank you for your prompt attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]