

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Organization/Company Name]

[Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally express my concern regarding the unsafe drinking water that has been reported in our community. As a resident of [Community/Neighborhood Name], I have noticed the increasing number of complaints regarding the quality of our drinking water.

It has come to my attention that [specific issues related to water quality, e.g., contamination, foul odor, color changes], which pose a serious health risk to the residents. Access to safe and clean drinking water is a basic necessity, and the current situation is unacceptable.

I urge you to take immediate action to investigate this matter further and implement necessary measures to ensure the safety and quality of our drinking water. Additionally, I request that regular updates be provided to the community regarding this issue.

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

Sincerely,

[Your Name]