

Water Supply Complaint Folloup Letter Template

Subject: Follow-Up on Water Supply Complaint

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on the water supply issue I previously reported on [date of initial complaint]. I am yet to receive a resolution or any updates regarding this matter.

As a resident, the persistent [describe the specific problem, e.g., low water pressure, frequent water cuts, discolored water, etc.] continues to cause inconvenience and concern for the well-being of the residents in my area.

I understand that addressing such issues may require time and resources, but I would greatly appreciate any information on the progress made toward resolving this matter. Transparency in communication would go a long way in alleviating concerns among the affected residents.

If there are any additional details or documentation required from my end, please do not hesitate to inform me. I am committed to providing any necessary assistance to expedite the resolution process.

I remain hopeful that [Name of Authority or Organization] is dedicated to ensuring a consistent and safe water supply for its residents. Your attention to this matter is greatly appreciated.

Thank you for your consideration. I look forward to your prompt response.

Sincerely,

[Your Name]