

Water Leakage Complaint Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Designation]

[Property Management Company]

[Address]

[City, State, Zip Code]

Subject: Water Leakage Complaint

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to bring to your attention a pressing issue that requires immediate attention and resolution. As a resident of [Apartment/Building Name], I have encountered a serious problem with water leakage in my apartment, and I seek your prompt assistance in resolving it.

The water leakage problem has been persisting for [duration] and has progressively worsened over time. The issue is originating from [source of leakage], causing damage to the walls, ceiling, and floor in the affected area of my apartment. This has led to the growth of mold and mildew, posing potential health hazards and compromising the structural integrity of the property.

I have attempted to address the situation myself by taking temporary measures such as placing buckets to collect the leaking water and using absorbent materials to minimize the damage.

However, these are only temporary solutions, and the underlying issue requires professional attention.

I kindly request that you arrange for a qualified maintenance team to inspect the source of the water leakage as soon as possible. The problem may be due to faulty plumbing, roofing, or other structural issues, which only experts can identify and rectify.

Furthermore, I urge you to expedite the repair process once the source of the leakage is identified.

Prompt action will not only prevent further damage to the property but also demonstrate the commitment of the management company to the well-being and satisfaction of its residents.

I understand that maintenance issues can arise unexpectedly, but it is essential to prioritize the safety and comfort of the residents in a timely manner. I trust that you will handle this matter with the utmost urgency and professionalism.

Please acknowledge the receipt of this complaint and keep me informed of the actions taken to address the water leakage problem in my apartment. You can contact me at [phone number] or [email address].

I appreciate your attention to this matter and look forward to a swift resolution.

Sincerely,

[Your Name]

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