

Formal Water Leakage Complaint Letter to Building Management

Subject: Urgent Complaint Regarding Water Leakage in Apartment

Dear [Building Manager's Name],

I am writing to formally bring to your attention a serious water leakage issue in my apartment, located at [Apartment Number/Address]. The leakage is coming from [specific location, e.g., bathroom ceiling, kitchen pipes] and has been persistent for the past [duration]. This situation is causing inconvenience and poses a potential risk of property damage.

I kindly request that you arrange for immediate inspection and repair of the issue to prevent further deterioration. Please also inform me of the expected timeline for resolution, as I would like to plan accordingly.

Your prompt attention to this matter will be greatly appreciated.

Sincerely,

[Your Name]

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