

Official Complaint Letter to Housing Society About Water Leakage

Subject: Complaint Regarding Persistent Water Leakage in Building Premises

Dear [Society Secretary/Committee Member],

I am writing on behalf of [Apartment Number/Block] to bring to your notice a recurring issue of water leakage in our building premises. The leakage near [location, e.g., common staircase, basement, or roof] has caused inconvenience to residents and is posing a risk of structural damage.

We request the housing society to take immediate steps to identify the cause and carry out necessary repairs. Please update us on the progress so that residents are assured the matter is being handled.

Thank you for your cooperation.

Sincerely,

[Your Name]

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