

Water Leakage Issue Complaint Letter Format for High-Rise Apartment

Below is a formal template for residents of high-rise apartments to report water leakage issues to the building management or maintenance team.

Sample Complaint Letter

Date: [Insert Date]

To,

The Building Manager / Maintenance Supervisor,
[Building/Apartment Name],
[Building/Apartment Address]

Subject: Complaint Regarding Water Leakage Issue in My Apartment [Apartment Number]

Dear Sir/Madam,

I am writing to formally bring to your attention a water leakage problem in my apartment, [Apartment Number/Unit], located on [Floor Number]. The issue was first noticed on [Date] and has since persisted.

Details of the issue:

- **Location:** [Specify area, e.g., bathroom ceiling, kitchen wall]
- **Description:** [Briefly describe the extent and nature of the leakage, e.g., "There is continuous dripping from the bathroom ceiling, causing water accumulation on the floor and dampness on the adjoining wall."]
- **Impact:** [Describe any impact such as damage to furniture, inconvenience, health and safety concerns, or risk of electrical hazards.]

The situation is causing considerable discomfort and, if not addressed promptly, may lead to further structural damage and health risks. I kindly request that your team carry out an immediate inspection and take necessary repairs to resolve the issue at the earliest.

Contact Details for Follow-Up:

Name: [Your Name]

Apartment Number: [Apartment Number/Unit]

Contact Number: [Your Phone Number]

Email Address: [Your Email Address]

Kindly acknowledge receipt of this complaint and inform me of the expected timeline for resolution. Thank you for your attention to this urgent matter.

Yours sincerely,

[Your Name]

Note: Replace the placeholders (e.g., [Your Name], [Apartment Number]) with your specific information before sending the letter.