

# 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.

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## 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]

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