

Date: [Insert Date]

To  
The Building Manager / Concerned Authority,  
[Apartment/Building Name],  
[Building Address],  
[City, Postal Code]

**Subject: Written Complaint for Recurring Water Leakage from Upstairs Flat**

Dear Sir/Madam,

I am writing to formally lodge a complaint regarding a recurring water leakage issue originating from the upstairs flat, [Flat Number, if known], which has been causing significant inconvenience and property damage in my residence, [Your Flat Number].

The water leakage problem has persisted for [duration or first occurrence date], resulting in visible damage to my ceiling/walls, and creating a damp and unhealthy environment. Despite previous verbal notifications, the matter remains unresolved, and the situation is worsening with each passing day.

The ongoing leakage poses serious risks, including structural damage to the property, potential electrical hazards, mold and mildew growth, and considerable discomfort for myself and my family. These issues not only affect my living conditions but may also lead to long-term health consequences.

I kindly request that the management takes immediate and decisive action to:

- Investigate and identify the source of the water leakage from the upstairs flat,
- Schedule urgent repair work to resolve the issue at its origin,
- Rectify the resultant damage caused to my flat,
- Ensure regular monitoring to prevent future recurrences.

I would greatly appreciate it if this matter could be given the highest priority, and if you could keep me informed of the steps being taken towards resolution. I am attaching supporting photographs/documents as evidence for your reference.

Thank you for your attention to this urgent matter. I look forward to your prompt response and effective action.

Yours sincerely,  
[Your Name]  
[Your Flat Number/Address]  
[Your Contact Information]