To whom it may concern

Subject: Complaint for irregular supply of drinking water

Respectful Sir,

I, Thomas Jefferson, a regular and registered customer of your water supplying services, customer ID XYZ0987-65, have been availing your assistance in getting my everyday drinking water for a year now. I would like to begin by saying that I was always satisfied and happy with your performance. Your men always delivered water to my home address every 5th day regularly without a gap until now.

For reasons unknown to me, your services are getting poorer every week passing. At first, I would get a supply once in 7 days, whereas it used to be 5 before, and then you started delivering only once in 10-days.

Moreover, I have to keep calling and reminding you to supply me with the water and that’s when you deliver on the 10th day. This is getting intolerable for me now.

Since I have a big family of 5 individuals including children and one elderly at my home, a regular water supply is very crucial for us. We do not consume tap water for some health reasons.

I request you to fix the problem and monitor your employees regularly, so your customers do not have to go through such troubles. If this keeps on happening, I am afraid I will have to terminate the contract with you.

Should you have any questions, please feel free to come by and meet me.

Sincerely,

Thomas Jefferson,  
1245 Westchester Rd,  
Charlotte, NC