Dear Sir,

I am writing this letter to you to lure your attention towards a grave matter for all the inhabitants of Westchester Road and that is the irregular supply of water.

It has been over two weeks now that we are witnessing a major change in the water supply of our area. Before, we used to get a 24/7 supply of water without any obstacle or trouble. Water was available throughout the day and night in every domestic tap.

Nevertheless, now sometimes we see a shortage of water during some hours in a day and a lot of times it vanishes in the nights. This fluctuation has disturbed our routines and life extremely as we are never sure when will the water disappear suddenly.

The cherry on top is, we were never warned about this and no one sent a notice even after one week. It has been two complete weeks now since this water shortage is happening, but we do not know what to do and who to complain to so far.

We request you to investigate the matter and evaluate the whole situation. The inhabitants of Westchester Road need your help desperately. We also request you to at least inform us of the schedule of this fluctuation, so we stay prepared until a permanent solution is found.

Should you have any questions, please feel free to ask me at [X] as I am selected as the spokesperson for the whole area.

Sincerely,

Mike Thomas