To

[The Recipient Name]  
[Designation]

**Subject: Complaint about the higher water bill**

Dear Sir,

My name is Stewart, and I am living with my wife and son in a rental apartment in Stars Housing Society, Michigan. My problem is that I have been facing the issue of a higher water bill for the last three months. I am writing this letter after registering a lot of complaints through the online municipality complaint portal. No response has been shown yet.

I personally visited the CEO's office to inform him about my issue, but he had no time to listen to my complaint. Now I am totally unsatisfied with the poor services provided by the municipality, and it seems that its officers don’t even bother to put an ear to customers’ complaints.

I have been charged US$200 in lieu of a water bill for the month of October. This is too high for a small family like mine. Earlier I told you that my family comprises three people including me, and we are living in a small rental apartment.

We don’t use much water due to salinity problems and traces of heavy metals found in the water sample of our area. In short, we use approximately 10 liters of water to fulfill our daily water needs. US$200 amount is usually charged against water usage by a big family comprising 10-15 people whereas in my case, this amount is highly impractical.

Since I have got no positive response from all the concerned officers, therefore, being the biggest authority of the municipality, I am requesting you in a humble way. Please resolve my problem because I am unable to pay this amount as a water bill. Moreover, it seems as if there is a problem with your database. Whatever the case may be, please look into the matter and give me a chance to say thank you.

Sincerely,

[Meezes]