

**Joshna Acsha S**

Anna Nagar, Chennai - 600040

Contact: 98765 43210

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[Date]

**To,**

The Officer In Charge

Chennai Metropolitan Water Supply and Sewerage Board

Anna Nagar Division Office

Chennai - 600040

**Subject: Urgent Complaint Regarding Water Leakage in Anna Nagar**

Respected Sir/Madam,

I am writing to bring to your urgent attention a severe water leakage issue in Anna Nagar that has persisted for the past five days. The continuous leakage is causing significant water wastage and inconvenience to residents. The affected area is near [mention specific landmark or street], and the leak is worsening each day.

This issue has disrupted daily activities and has also led to waterlogging, increasing the risk of road damage and hygiene concerns. Despite waiting for action, no resolution has been implemented so far. We kindly request immediate intervention to repair the leakage and restore normal water supply at the earliest.

I urge you to treat this as a priority and take necessary action at the earliest. Please acknowledge this complaint and inform us about the steps being taken to address the situation.

Looking forward to your prompt response.

**Sincerely,**

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