

Sure! Here's a formal sample letter addressed to the **Water Department**, referencing the **"High"** grievance category for life-threatening or critical issues:

**To**

The Officer-in-Charge,

Water Department,

[Your City/Municipality Name]

[Date]

**Subject:** Urgent Attention Required – *High Priority Grievance Related to Water Supply*

Dear Sir/Madam,

I am writing to bring to your attention a **High Priority grievance** submitted through the Grievance Redressal Portal regarding a **critical water-related issue** that poses a potential **life-threatening risk and safety hazard** in our locality.

The nature of the grievance falls under the **High** category, which includes situations such as:

- 

Contaminated or unsafe drinking water

- 

Severe pipeline leakage near electrical infrastructure

- 

Overflow or sewage backflow affecting residential areas

- 

Immediate health risks due to stagnant or polluted water

We request the Water Department to **take swift and immediate action** to resolve the issue, as the delay may endanger the health and safety of residents in the affected area.

Please find the relevant grievance details below:

- 

**Grievance ID:** [Insert Grievance ID]

- 

**Location:** [Insert affected address or area]

- 

**Description:** [Brief description of the issue]

- 

**Date of Submission:** [Insert date]

We appreciate your prompt attention to this matter and request an update on the resolution status at the earliest.

Sincerely,

**[Your Full Name]**

[Designation, if applicable]

[Contact Number]

[Email Address]

[Petitioner ID or Reference, if any]

Let me know if you want to customize this letter further with real values or if you need a version for **Electricity** or **RTO** departments too.