

Official Letter Example “Write a letter of complaint for inadequate supply of water” Complete Official Letter for all classes.

Tagore Nagar,

Pathankot.

October 17, 20....

To

The Executive Officer,

Municipal Council,

Pathankot.

Sir,

I, on behalf of the people living in Tagore Nagar, want to draw your kind attention towards the irregular and inadequate supply of water in this locality.

This street named after Rabindranath Tagore goes without sufficient water supply. The people living in this locality are facing acute scarcity of water. The municipal taps installed in the street give insufficient water. The taps in the houses remain dry. The pressure of water is so low that it takes long to fill a small bucket. We have to fetch water from a tubewell which is at a distance of one hundred yards from the locality.

The people of this locality are facing great ordeal. Taps, sometimes, suddenly go dry and one is left half bathed in the bathroom. Clothes can't be washed for days together. Children go to school without taking a bath. Life without water has become hellish. The persisting scarcity of water has unnerved the people.

I request you to ensure a regular and sufficient supply of water to the people living in this locality.

The people living in this area will be grateful to you.

Yours faithfully,

Tarvinder Ghai.