From,

Mr. / Mrs.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Flat/ Shop No. \_\_\_\_\_\_\_\_\_\_\_

Society Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Society Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To,

The Chairman / Secretary

Society Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Society Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Respected Sir,

**Subject: Internal Leakages in Flat/Shop No.\_\_\_\_\_\_\_\_\_**

I, the undersigned, Mr. / Mrs. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ residing in Flat / Shop No.\_\_\_\_\_\_\_\_\_ herewith describe internal leakages in my flat/shop are as under;

| **Hall** | **Kitchen** |
| --- | --- |
|  |  |
| **Bedroom 1** | **Bathroom** |
|  |  |
| **Bedroom 2** | **Toilet / Attached Toilet** |
|  |  |

I have observed that the above leakage comes through;

| a) |  | Upper Flat renovations/repairs |
| --- | --- | --- |
| b) |  | External wall cracks on the building. |

Kindly take the note of above and do the needful.

Thanks & Regards

Yours Sincerely,

Members’ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_