

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: _____