

Letter to the Chairman of the Water Supply Board regarding insufficient water supply

[Your Name]

[Your Address]

[Date]

The Chairman
Water Supply Board
[Board Address]

Subject: Complaint Regarding Insufficient Water Supply in [Your Locality]

Body of the Letter:

1. Formal Greeting:

- Begin with a polite and formal greeting, e.g., "Dear Chairman,"

2. Introduction:

- Briefly introduce yourself and your address.
- Clearly state the purpose of the letter: to complain about the insufficient water supply

3. Detailed Explanation:

- Describe the nature of the water shortage.
- Explain the impact of the water shortage

4. Request for Action:

5. Conclusion:

- Express your hope for a prompt and effective resolution to the issue.
- Thank the Chairman for their time and attention to this matter.

**Yours Sincerely,
Your Signature,
Your Contact Details**