Unit 5, Newman Apartments

Bloomsbury

London, WC2E 7HX

December 10, 2010

Mr. John Newman

Owner

Newman Appartments

Bloomsbury

London, WC2E 7HX

Ref: Irregular water supply

Dear Mr. Newman,

Let this letter serve as a written complaint regarding the irregular water supply in the apartment we are renting at the address stated above. Water is only available from 10:00 in the morning to 3:00 in the afternoon. The problem has persisting for one month but our constant verbal complaints have remain unheeded.

A plumber has checked the cause of the problem and has identified it to a faulty plumbing system that is affecting water supply in the top floors of the building.  He said, however, that he could not start working on it without initial payment and materials which are yet to be provided.

We request you to give attention to this complaint soon as it is already affecting our schedules.

We look forward to your kind consideration.

Sincerely,

Mr. Paul Snowden