

Write a Letter to District Magistrate - Template

Respected Sir/Madam,

I am writing this letter of Write a Letter to District Magistrate to draw your attention to the problem of irregular water supply in our locality. Our area is facing a severe shortage of water, and the situation is worsening day by day. The water supply comes for only a few hours a day, and that too, without any prior notice, making it challenging for the residents to plan their daily activities.

This problem has been affecting the daily lives of the residents, especially the elderly and the children. We have complained several times to the local authorities, but no action has been taken yet.

I would like to request you to look into this matter personally and take immediate action to resolve the issue. It is crucial to ensure that the residents of our area get access to safe and regular water supply.

Thank you for your attention to this matter.

Sincerely,
[Your Name]
[Your Address]