

Date-xxxxx

To,

Sub: Request to clean the outside main drainage line.

Sir,

It has been observed that the main drainage line outside our gate (xxxxx) is fully blocked and the drainage water not passing from our society and the dirty water is coming reverse to member's flats. Due to this our society members are facing lot of inconvenience and unhygienic situation.

Therefore you are kindly requested to send your team to clean the same on a priority basis.

Thanking you in anticipation,

Yours Truly,

For xx CHS Ltd.

Secretary