

Your Name

Flat 204, Green Meadows Society
Kochi 682024

Resident, Block C

Ref: —

Date: 14 April 2026

The Assistant Engineer
City Water Supply Department
Kochi 682016

Subject: Complaint regarding irregular water supply in Green Meadows Society

Dear Sir,

I am writing on behalf of the residents of Green Meadows Society, Kakkanad, to bring to your notice the irregular and low-pressure water supply in our area for the past two weeks. On most days water is supplied for less than an hour, and on some days not at all.

This has caused great difficulty to over 120 families, including senior citizens and young children. Several complaints registered on the helpline (reference numbers attached) have not been resolved.

We request you to inspect the supply line and restore regular supply at the earliest. We would be grateful for an update on the action taken.

Yours faithfully,

Your Name

Secretary, Residents' Welfare Association