

**Date:** [Insert Date]

**To:** [Utility Company Name or Landlord Name]

**Address:** [Street Address]

**City, State, Zip:** [City, State, Zip Code]

**RE: NOTICE OF FAILURE TO MAINTAIN WATER SERVICES**

**Account Number:** [Insert Account Number, if applicable]

**Property Address:** [Insert Address of Service Location]

To Whom It May Concern,

I am writing to formally notify you that the water utility services at the aforementioned property have not been maintained. As of [Insert Time] on [Insert Date], the water supply to this property has been [completely shut off / significantly interrupted / contaminated].

This failure to provide essential services constitutes a breach of our [service agreement / lease agreement] and violates local health and safety codes. The lack of running water has rendered the premises [uninhabitable / difficult to operate], and immediate action is required.

**Please take notice of the following:**

- Service Interruption Started: [Date and Time]
- Current Status: [e.g., No water flow, low pressure, or discolored water]
- Previous Reports: [List any previous ticket numbers or names of representatives spoken to]

I request that you restore full water service immediately. If service is not restored within [Insert number of hours/days, e.g., 24 hours] of this notice, I will be forced to pursue further legal remedies, which may include filing a formal complaint with the Utility Commission, seeking a rent abatement, or pursuing emergency repairs at your expense.

Please contact me immediately at [Your Phone Number] or [Your Email Address] to confirm when service will be restored.

Sincerely,

[Your Signature]

[Your Printed Name]