

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Company/Organization Name]
[Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Report of PVC Pipe Damage

I am writing to formally report damage to the PVC pipe located at [specific location, e.g., "near the intersection of Main Street and First Avenue"]. The damage was discovered on [date of discovery], and it appears to be [brief description of the damage, e.g., "a significant crack that is causing leaks"].

This issue has resulted in [briefly describe the impact, e.g., "water leakage that affects nearby properties and could potentially lead to further damage"]. I kindly urge you to assess the situation and take necessary action to address the damage at your earliest convenience. Please feel free to contact me at [phone number] or [email address] should you require any further information or if you need to schedule a site visit.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title, if applicable]

[Your Organization, if applicable]