

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

[Recipient's Name]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to address an issue concerning the PVC plumbing pipes installed at my property located at [property address].

On [date of initial issue], I noticed [description of the problem; e.g., leaks, cracks, poor drainage]. This has caused [describe the impact; e.g., water damage, inconvenience, etc.].

I would appreciate your prompt attention to this matter, as it is affecting my [home/business]. I request that [specific action you want, e.g., inspection, repair, replacement].

Please feel free to contact me at [your phone number or email] to discuss this issue further or to schedule an appointment.

Thank you for your attention to this important matter.

Sincerely,
[Your Name]