

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Service Company's Name]
[Company's Address]
[City, State, ZIP Code]

Dear [Service Provider's Name or "Customer Service"],

Subject: Urgent Service Request for WC Issue

I hope this message finds you well. I am writing to request an urgent service for a malfunctioning water closet (WC) in my residence located at [your address]. The issue has become critical as it is causing [briefly describe the problem, e.g., clogging, leakage, etc.], which is affecting the day-to-day operations of my household.

Given the urgency of the situation, I would greatly appreciate it if you could schedule a service visit at your earliest convenience. I am available for a visit on [provide two or three available dates/times].

Thank you for your prompt attention to this matter. I look forward to your swift response.

Sincerely,

[Your Name]
[Your Contact Information]
[Optional: Additional Contact Method]