

Letter of Mandatory Water Savings Directive

Date: [Insert Date]

To: [Mayor/City Manager]

[Municipality Name]

[Municipality Address]

[City, State, Zip Code]

Dear [Mayor/City Manager],

This letter serves as an official directive regarding mandatory water savings measures that must be implemented within [Municipality Name]. Due to [reason for directive, e.g., drought conditions, water shortages], it is crucial that we take immediate action to conserve our water resources.

Effective immediately, the following water-saving measures are mandated:

- Implement outdoor watering restrictions, limiting irrigation to [specific days/times].
- Encourage residents to reduce non-essential water use in their households.
- Initiate a public awareness campaign about water conservation techniques.
- Establish penalties for excessive water usage beyond designated limits.

It is imperative that these measures are communicated to all residents and businesses within the municipality. Your cooperation in enforcing these guidelines is essential to ensure the sustainability of our water supply.

Thank you for your immediate attention to this critical matter. Should you have any questions or require further assistance, please do not hesitate to contact my office at [Contact Information].

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]