

Scheduled Water Allocation Notice

Date: [Insert Date]

To: [Facility Name]

Address: [Facility Address]

Dear [Facility Manager's Name],

We are writing to inform you of the scheduled water allocation for your facility as per the regulations set forth by the Water Management Authority. The allocation period is designed to ensure the equitable distribution of water resources among all industrial facilities within our jurisdiction.

Your facility is allocated **[Insert Allocation Amount]** liters of water for the period from **[Start Date]** to **[End Date]**.

Please ensure that all water usage remains within the allocated limits. Compliance monitoring will be conducted, and any discrepancies may result in penalties as dictated by the regulations.

If you have any questions or require further clarification regarding your allocation, please do not hesitate to contact our office at **[Contact Information]**.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Company/Organization Name]

[Contact Information]