

Notice of Temporary Water Usage Ban for Public Events

Date: [Insert Date]

Dear [Recipient's Name/Organizer's Name],

We are writing to inform you that due to [reason for the ban, e.g., ongoing drought conditions, maintenance work], a temporary water usage ban will be implemented for all public events scheduled during the period of [Start Date] to [End Date].

During this time, all activities that involve the use of water, including but not limited to:

- Water-based games and activities
- Spraying or watering of recreational areas
- Any other water usage not deemed essential

will be prohibited.

We appreciate your understanding and cooperation during this time. Please feel free to reach out to [Contact Information] if you have any questions or require further clarification.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Contact Information]