

Date: [Insert Date]

To: [Account Holder's Name]

[Account Holder's Address]

[City, State, Zip Code]

Subject: Excess Usage Warning for Your Account

Dear [Account Holder's Name],

We are writing to inform you that your account with us, [Account Number], has recently exceeded the usage limits set forth in our policy. As of [Insert Date], your account usage has been recorded at [Insert Usage Data], which is [Insert Percentage]% over the allowed limit.

We want to ensure you are aware of this situation to avoid any interruption of service. We recommend reviewing your account activity and adjusting your usage accordingly. If you continue to exceed the limits, additional charges may apply.

If you have any questions or require assistance, please do not hesitate to contact our customer service team at [Customer Service Phone Number] or [Customer Service Email].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]