

Notification of Excessive Use

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are writing to inform you that our records indicate an excessive use of [specify resource, service, or product] during the period of [specify time frame]. This exceeds the normal usage limits outlined in our policy.

Specifically, our data shows that you have used [insert specific metrics or data], which is [insert details about the policy limits]. This behavior could lead to potential issues, including [mention any consequences or next steps].

We kindly ask that you review your usage and make any necessary adjustments. If you have questions or require further clarification, please do not hesitate to contact us at [insert contact information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization]