

# Notice of Water Usage Reduction

Date: [Insert Date]

To: [Recipient's Name]  
[Recipient's Address]

Dear [Recipient's Name],

We are writing to inform you of the need for immediate action regarding water usage in our community. Due to recent drought conditions, we are requesting that all residents reduce their water consumption by [Insert Percentage]%.

Please take the following steps to help conserve water:

- Limit outdoor watering to [Insert Schedule].
- Fix any leaking faucets or toilets promptly.
- Use water-saving appliances when possible.
- Avoid washing vehicles during peak hours.

We appreciate your cooperation in this critical matter. Together, we can help ensure a sustainable water future for our community.

Thank you for your attention to this important issue.

Sincerely,  
[Your Name]  
[Your Title]  
[Your Contact Information]