

Important Drought Information

Dear [Recipient's Name],

We are writing to inform you about the current drought conditions affecting our region. Due to reduced rainfall and high temperatures, water levels have significantly decreased, impacting our water supply.

As part of our ongoing efforts to promote water conservation, we encourage all residents to take these steps:

- Limit outdoor watering to twice a week.
- Fix any leaks in your home or property.
- Use water-efficient appliances and fixtures.
- Collect rainwater for irrigation purposes.

We appreciate your cooperation in helping to conserve our precious water resources during this critical time. For more information on water conservation techniques, please contact our office or visit our website.

Thank you for your understanding and support.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Contact Information]