

# Request for Water Usage Report

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request a detailed report of water usage for the period of [Insert Date Range] for the property located at [Insert Property Address].

The information is needed for [state purpose, e.g., budgeting, conservation efforts, etc.], and I would greatly appreciate it if you could provide the following details:

- Monthly water consumption data
- Comparison with previous periods
- Any unusual spikes or anomalies in usage

If there are any forms or procedures I need to complete to facilitate this request, please let me know. I am looking forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]