

# Water Usage Acknowledgment

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Organization]

[Recipient Address]

[City, State, Zip Code]

## **Subject: Acknowledgment of High Water Usage**

Dear [Recipient Name],

I hope this message finds you well. I am writing to acknowledge the notification regarding the unusually high water usage recorded at my property located at [Property Address].

I appreciate your efforts in monitoring water consumption and bringing this matter to my attention. I understand the importance of water conservation and am committed to investigating the cause of the increased usage.

Should you have any tips or recommendations for reducing water consumption, please feel free to share. I look forward to resolving this matter promptly.

Thank you for your understanding and support.

Sincerely,

[Your Name]