

# Important Notice: High Water Usage Alert

Date: [Insert Date]

Dear [Customer Name],

We are writing to inform you that our records indicate a significant increase in your water usage over the past month. Your usage of [insert amount] gallons is considerably higher than your usual average of [insert average amount] gallons.

We encourage you to review your usage habits and check for any leaks or inefficiencies in your water system. Reducing water consumption not only helps the environment but can also lower your utility bill.

If you need assistance or tips on how to conserve water, please feel free to contact our customer service at [insert contact information].

Thank you for your attention to this important matter.

Sincerely,

[Your Company Name]

[Your Company Address]

[Your Company Phone Number]