

Dear [Recipient's Name],

As part of our commitment to sustainability and environmental responsibility, we are implementing guidelines for reducing water usage in our organization. We kindly ask you to adhere to the following recommendations:

Water Usage Guidelines

- Fix any leaks promptly to prevent water wastage.
- Install low-flow fixtures in restrooms and kitchens.
- Avoid running the water while brushing teeth, shaving, or washing dishes.
- Limit shower time to under 5 minutes.
- Only run dishwashers and washing machines with full loads.
- Use a broom instead of a hose to clean driveways and sidewalks.
- Consider drought-resistant landscaping to minimize outdoor water use.

By following these simple guidelines, we can significantly reduce our water consumption and contribute to a more sustainable future. Thank you for your cooperation and commitment to this vital cause.

Sincerely,
[Your Name]
[Your Position]
[Your Organization]