

Notice of Excessive Water Use

Date: [Insert Date]

To: [Tenant's Name]

Address: [Tenant's Address]

Dear [Tenant's Name],

I hope this message finds you well. We are reaching out to discuss an important issue regarding your recent water usage. Our records indicate that your water consumption for the month of [Insert Month] was significantly higher than the average usage for similar units in our complex.

We understand that there may be valid reasons for increased water use, such as [insert potential reasons, e.g., hosting guests, leaks, etc.]. However, we kindly request you to assess your current habits and make any necessary adjustments to ensure responsible water usage.

Please let us know if there are any issues we can assist with or if you would like to discuss this matter further. Our goal is to ensure a comfortable living environment for all tenants while promoting responsible resource usage.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company/Property Management Name]

[Contact Information]