

# Water Consumption Evaluation

Date: [Insert Date]

To: [Tenant's Name]  
[Tenant's Address]  
[City, State, Zip Code]

Dear [Tenant's Name],

We hope this message finds you well. As part of our ongoing efforts to promote sustainability and efficient resource use, we have conducted an evaluation of your water consumption for the past [Insert Period].

Your total water usage during this period was [Insert Consumption Amount] gallons/liters. This amount is [above/below/average] compared to the average usage in our community, which is [Insert Average Amount]. We encourage you to consider ways to reduce your water consumption, which could lead not only to lower utility bills but also help the environment.

For any questions or if you would like to discuss this matter further, please feel free to contact us at [Insert Contact Information].

Thank you for your attention to this important issue.

Sincerely,  
[Your Name]  
[Your Position]  
[Company/Organization Name]  
[Contact Information]