

Water Usage Audit Request

Date: [Insert Date]

Dear [Tenant's Name],

We hope this message finds you well. As part of our ongoing efforts to promote sustainability and reduce utility costs, we are conducting a water usage audit for all units in our building.

We kindly request your participation in this audit. Your input will help us better understand our current water usage and identify opportunities for conservation. Please provide the following information:

- Average monthly water usage (if known)
- Any leaks or plumbing issues experienced in your unit
- Appliances or fixtures that you use which may affect water consumption

We appreciate your cooperation and support in this important initiative. Please return the completed information by [Insert Deadline Date]. Should you have any questions or need further assistance, feel free to reach out to us.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company/Organization Name]

[Contact Information]