

# Water Usage Report

Date: [Insert Date]

Tenant Name: [Insert Tenant Name]

Property Address: [Insert Property Address]

## Water Usage Summary

Dear [Insert Tenant Name],

We hope this message finds you well. This report outlines your water usage for the month of [Insert Month/Year]. Below are the details:

### Monthly Water Usage

Total Water Consumed: [Insert Total Water Usage] gallons

Average Daily Water Usage: [Insert Average Daily Usage] gallons

### Comparison

Previous Month's Usage: [Insert Previous Month Usage] gallons

Percentage Change: [Insert Percentage Change]%

### Tips for Water Conservation

- Fix leaks promptly.
- Take shorter showers.
- Use water-efficient appliances.

If you have any questions or concerns regarding this report, please do not hesitate to reach out.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]