

Formal Notification

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are writing to formally notify you that recent testing has indicated contamination in the water supply serving your area. The contaminants found pose a potential health risk, and we recommend that all residents refrain from using the water for drinking, cooking, or bathing until further notice.

Our team is actively working to resolve this issue and ensure the safety of the water supply. We are coordinating with health authorities and will provide updates as more information becomes available.

If you have any questions or require assistance, please contact our office at [Contact Number] or [Email Address].

Thank you for your attention to this serious matter. Your health and safety are our top priorities.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Organization Address]