

# Instructions for Utility Water Conservation Program

Date: [Insert Date]

Dear [Resident's Name],

We are pleased to inform you about our Utility Water Conservation Program aimed at promoting sustainable water use in our community. Please follow the guidelines outlined below to participate effectively:

## Program Guidelines:

1. Reduce outdoor watering by 50% during designated months.
2. Install water-efficient fixtures in your home.
3. Report any leaks on your property immediately.
4. Participate in scheduled water conservation workshops.
5. Use mulch and native plants in your landscaping to reduce water usage.

## Important Dates:

- Program Start Date: [Insert Start Date]
- Workshop Dates: [Insert Dates]
- End of Program Evaluation: [Insert End Date]

By participating in this program, you contribute to the sustainability of our water resources. For more information or assistance, please contact us at [Insert Contact Information].

Thank you for your commitment to water conservation.

Sincerely,

[Your Name]

[Your Title]

[Utility Company Name]

[Contact Information]