

Utility Usage Notification

Date: [Insert Date]

To: [Customer Name]

Address: [Customer Address]

Dear [Customer Name],

We hope this message finds you well. We are writing to inform you that our records indicate an excessive usage of utility services in your account for the billing period of [Insert Billing Period].

Details of usage:

- Previous Month Usage: [Insert Previous Month Usage]
- Current Month Usage: [Insert Current Month Usage]
- Percentage Increase: [Insert Percentage Increase]

Excessive usage may result from various factors, including equipment malfunctions or increased consumption. We encourage you to review your usage and identify any issues that may be causing this increase.

If you have any questions or require assistance, please do not hesitate to contact our customer service department at [Insert Contact Information]. We are here to help!

Thank you for your immediate attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Utility Company Name]

[Contact Information]