

Unapproved Utility Usage Reminder

Date: [Insert Date]

To: [Recipient's Name]

Address: [Recipient's Address]

Dear [Recipient's Name],

This letter serves as a reminder regarding the unapproved usage of utilities associated with your account. Our records indicate that the following unauthorized utilities have been used:

- [Utility 1]
- [Utility 2]
- [Utility 3]

As per our policy, all utility usage must be pre-approved to ensure compliance and efficient resource management. Please be advised that continued unapproved usage may result in penalties or service suspension.

We ask that you review your current usage and adhere to the guidelines moving forward. If you have any questions or require clarification, please do not hesitate to contact us.

Thank you for your immediate attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company/Organization Name]

[Contact Information]