

Unauthorized Usage Utility Warning

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

This letter serves as a formal warning regarding the unauthorized usage of utility services associated with your account.

We have detected irregular usage patterns that suggest unauthorized access to our utilities. Our records indicate that services have been utilized without permission, which is a violation of our terms and conditions.

Please be advised that continued unauthorized usage may result in further actions, including disconnection of services and potential legal action. We urge you to rectify this situation immediately.

If you believe this warning has been issued in error or if you would like to discuss this matter further, please contact our office at [Contact Information].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]