

# Utility Misuse Warning

Date: [Insert Date]

To: [Recipient's Name]

Address: [Recipient's Address]

Dear [Recipient's Name],

We are writing to inform you of a recent review conducted on your utility account. It has come to our attention that there have been instances of misuse of utility services associated with your account, specifically [describe the specific issue, e.g., excessive water usage, unauthorized service alterations, etc.].

This behavior is in violation of our terms of service. If this misuse continues, we may have to take further actions, including [mention potential consequences, e.g., penalties or service termination].

Please be advised to correct this issue promptly. If you have questions or need assistance, do not hesitate to contact our office at [insert contact information].

Thank you for your immediate attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Utility Company's Name]

[Utility Company's Contact Information]