

Attention: Unapproved Utility Service Access

Date: [Insert Date]

To: [Recipient Name]

Address: [Recipient Address]

Dear [Recipient Name],

We are writing to inform you that we have detected unauthorized access to utility services at your property located at [Insert Property Address]. This breach of protocol is taken very seriously and requires immediate attention.

Please be advised that accessing utility services without appropriate authorization is a violation of our policies and may result in penalties or legal action. We request that you cease any unapproved activities immediately.

To rectify this situation, we ask that you contact us at [Insert Contact Information] within [Insert Time Frame] to discuss this matter further and ensure compliance with all regulations.

Thank you for your prompt attention to this serious issue.

Sincerely,

[Your Name]

[Your Title]

[Organization Name]

[Organization Contact Information]