

Warning Letter for Excessive Utility Consumption

Date: [Insert Date]

To: [Resident's Name]

Address: [Resident's Address]

Dear [Resident's Name],

We are writing to bring to your attention a concerning issue regarding excessive utility consumption observed at your premises. Our records indicate that your utility usage has significantly exceeded the average consumption levels for similar households in the area.

Details of Consumption:

- Meter Reading (Date): [Insert Meter Reading]
- Average Consumption (Last 3 Months): [Insert Average]
- Your Current Consumption: [Insert Current Consumption]

We understand that there may be various reasons for high consumption. Therefore, we encourage you to assess your usage habits and consider energy-saving measures to reduce your utility expenses.

Failure to address this matter may result in further action, including a review of your account and potential adjustments in service provision. We hope to resolve this issue amicably and look forward to your prompt attention to this matter.

If you have any questions or wish to discuss this further, please do not hesitate to contact us at [Contact Information].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Company/Organization Name]