

# Utility Limit Exceedance Warning

Date: [Insert Date]

To: [Recipient's Name]

Address: [Recipient's Address]

Dear [Recipient's Name],

We are writing to inform you that your recent utility usage has exceeded the established limits set forth in your service agreement. Our records indicate that during the period of [Insert Date Range], your usage of [Specify Utility: water, electricity, etc.] has surpassed the allowed limit by [Specify Amount].

We understand that there may be circumstances that led to this increase, and we encourage you to review your usage practices. It is important to adhere to the agreed consumption limits to avoid additional charges and service interruptions.

Please note that continued exceedance may result in further action, which could include increased rates or service suspension. We urge you to take corrective measures as soon as possible. Should you have any questions or need assistance, please feel free to contact our office at [Insert Contact Information].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]