Rift Municipality

Eastern Cape

**<< Surname >>**  **<<Name>>**

Dear Sir / Madam

**Re : Letter of demand**

The purpose of this letter is to inform you that you have exceeded to our agreed water limit for the day. For this month you have used **<<amount>>** litres water. This is above the 1000L limit that was set for you.

We wish to request that you stick to the agreed quotas for next month.

Thank you

Municipal Manager