To

[The Recipient Name]  
[Designation]  
[Company Name]

It has come to our attention that the employees are using office stationery for personal purposes and not abiding by the company procedures. Using the fax and printing machines has become a norm on our work floor.

As mentioned in the employment contracts and discussed multiple times, we allow unrestricted use of the office stationery if the employees pay subsidized rates for the usage. The personal usage should never interrupt and distract the company usage.

The rates for printing and fax have been mentioned on the notice board. You might have observed the prices to be lower than the market rates. This is the best we could have done for our employees. We appreciate your cooperation.

Truly.

[Your Name]  
[Designation]  
[Office Name]