

[Your Name]  
[Your Position]  
[Your Company Name]  
[Your Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

KPLC Customer Service  
Kenya Power and Lighting Company  
[Address of KPLC Office]  
[City, State, Zip Code]  
Subject: Request for Tariff Adjustment

Dear Sir/Madam,

I am writing to formally request a tariff adjustment for our account [Account Number] due to [brief reason for adjustment, e.g., changes in consumption patterns, operational costs, etc.].

We have experienced [provide specific details about usage or changes] and believe that an adjustment is warranted. Attached to this letter are the necessary documents supporting our request, including [list of attached documents such as consumption data, financial statements, etc.].

We appreciate your attention to this matter and look forward to your prompt response.

Thank you for your cooperation.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Typed Name]  
[Your Position]  
[Your Company Name]