

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

[Tenant's Name]
[Tenant's Address]
[City, State, Zip Code]

Dear [Tenant's Name],

Subject: Energy KWH Usage Notification

We hope this message finds you well.

This letter serves to inform you about your current energy usage as it pertains to your apartment/unit [Apartment/Unit Number] for the month of [Month/Year].

****Energy Consumption Summary:****

- Total KWH Used: [Total KWH]
- Average Daily Usage: [Average Daily KWH]
- Peak Usage Dates: [Dates]

Please note that this information is intended to help you manage your energy consumption effectively. We encourage you to consider energy-saving practices to reduce costs and promote sustainability.

If you have any questions or concerns regarding your energy usage, please feel free to reach out to us.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Title/Position]
[Your Company/Property Management Name]