

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Explanation of KWH Energy Usage

We are writing to provide you with a comprehensive explanation of the kilowatt-hour (KWH) energy usage observed in your recent billing period. Understanding KWH consumption is crucial for managing energy costs and implementing energy efficiency strategies.

1. **Definition of KWH**:

A kilowatt-hour is a unit of energy equivalent to one kilowatt (1 kW) of power used for one hour. Monitoring your KWH usage helps in assessing your energy consumption and its cost implications.

2. **Billing Overview**:

In the attached billing statement, you will find a detailed breakdown of your KWH usage. During the period of [Start Date] to [End Date], your total KWH consumption was [Total KWH]. This figure is reflective of your operational hours, equipment usage, and seasonal variations.

3. **Key Factors Affecting KWH Usage**:

- **Operational Hours**: The number of hours your business operates directly affects KWH usage.
- **Equipment Type**: High-power equipment such as [list of high-energy appliances] tend to increase consumption.
- **Seasonal Changes**: Variances in weather conditions may influence heating and cooling requirements, affecting overall energy usage.

4. **Energy Efficiency Recommendations**:

To optimize your KWH consumption, we recommend the following actions:

- Regular maintenance of equipment to enhance efficiency.
- Implementing energy-efficient appliances.
- Conducting an energy audit to identify potential areas for improvement.

We encourage you to reach out to us if you have any further questions or need assistance in reducing your KWH consumption. Thank you for your attention to this important matter.

Best Regards,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]

[Your Email Address]