

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

Subject: Inquiry Regarding KWH Usage on Energy Bill

Dear [Utility Company Customer Service/Specific Contact Name],  
I hope this message finds you well. I am writing to inquire about the KWH usage reflected in my most recent energy bill for the period of [Start Date] to [End Date].

Account Number: [Your Account Number]

Bill Amount: [Total Amount Due]

Upon reviewing my bill, I noticed [briefly describe any discrepancies or concerns, e.g., "an unusually high KWH usage compared to previous months"]. I would appreciate it if you could provide me with more detailed information regarding my energy consumption during this period, including any factors that might have contributed to the KWH increase. Additionally, if available, I would like to receive insights or recommendations for managing and reducing my energy usage.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]