

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

[Community Member's Name]
[Community Member's Address]
[City, State, Zip Code]

Dear [Community Member's Name],

Subject: KWH Usage Notification for Energy Awareness

We hope this letter finds you well. As part of our ongoing commitment to promoting energy efficiency and sustainability within our community, we are reaching out to provide you with important information regarding your recent kilowatt-hour (KWH) usage.

For the period of [Start Date] to [End Date], your household utilized [X KWH] of energy. This figure reflects an [increase/decrease/stable] trend compared to the previous period of [Previous KWH Usage].

We encourage you to take this opportunity to review your energy habits and consider implementing energy-saving measures to reduce consumption and lower your utility costs. Small changes, such as using energy-efficient appliances, adjusting your thermostat, and turning off lights when not in use, can make a significant impact.

Your efforts contribute not only to your personal savings but also to the larger goal of creating a sustainable community for all residents.

If you have any questions or would like more information on energy-saving tips, please do not hesitate to contact us at [Phone Number or Email Address] or visit our website at [Website URL].

Thank you for your ongoing commitment to energy efficiency and our community's well-being.

Sincerely,

[Your Name]
[Your Title]
[Your Organization Name]