

[Your Company Letterhead]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

Subject: Notification of KWH Usage

We hope this message finds you well. As part of our commitment to keeping you informed about your energy consumption, we want to provide you with an update regarding your recent KWH usage.

During the billing period of [start date] to [end date], your total KWH usage was [total KWH usage]. This represents an increase/decrease of [percentage change] compared to the previous period.

Understanding your energy usage helps in managing costs and promoting energy efficiency. If you have any questions or would like to discuss ways to optimize your energy consumption, please do not hesitate to reach out to us.

Thank you for being a valued client.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]