

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: KWH Usage Report for Audit

We are writing to provide the KWH usage report for your audit review, covering the period from [Start Date] to [End Date]. This report outlines our electricity consumption and is intended to assist in the assessment of our energy usage.

****KWH Usage Summary:****

- Total Energy Consumption: [Total KWH]

- Monthly Breakdown:

- [Month 1]: [KWH Used]

- [Month 2]: [KWH Used]

- [Month 3]: [KWH Used]

- [Month 4]: [KWH Used]

- [Month 5]: [KWH Used]

- [Month 6]: [KWH Used]

****Peak Usage Periods:****

- [Specify Peak Times and Corresponding KWH]

****Factors Affecting Usage:****

- [Briefly list any factors influencing electricity consumption, such as changes in operations, equipment upgrades, etc.]

We have attached detailed charts and graphs for a clearer representation of our usage patterns. Should you have any questions or require further information, please do not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]