

[Your Company Letterhead]

[Date]

[Stakeholder Name]

[Stakeholder Address]

[City, State, Zip Code]

Dear [Stakeholder Name],

Subject: KWH Usage Update

We hope this letter finds you well. We are reaching out to provide you with an update regarding our KWH (kilowatt-hour) usage for the recent reporting period.

As part of our commitment to transparency and energy efficiency, we would like to share the following details:

- **Reporting Period:** [Start Date] to [End Date]
- **Total KWH Used:** [Total KWH]
- **Comparison to Previous Period:** [Higher/Lower/Similar] compared to [Previous Period KWH]
- **Key Initiatives:** [Brief description of initiatives taken to reduce energy usage or improve efficiency]
- **Future Goals:** [Outline any goals or targets for upcoming periods]

We appreciate your ongoing support and interest in our sustainability efforts. Should you have any questions or require further information, please do not hesitate to contact us at [Your Contact Information].

Thank you for being a valued stakeholder.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Phone Number]

[Your Email Address]