

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

Dear [Utility Company Customer Service/Specific Name],

Subject: Explanation of KWH Usage

I hope this letter finds you well. I am writing to seek clarification regarding my recent KWH usage as reflected in my utility bill dated [Bill Date].

During the billing period from [Start Date] to [End Date], I noticed that my KWH usage was significantly higher/lower than usual. On my previous bills, the KWH usage was approximately [Previous Average KWH], while this recent bill shows [Current KWH Usage].

To better understand this anomaly, I would appreciate if you could provide me with a detailed breakdown of the factors contributing to this increase/decrease in usage, including any changes in rates or estimates that may have impacted my bill. Additionally, if there are any resources or tips available for monitoring and managing my energy consumption, I would be grateful to receive that information as well.

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

Sincerely,

[Your Name]
[Your Account Number (if applicable)]