

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

[Utility Company's Name]
[Utility Company's Address]
[City, State, Zip Code]

Dear [Utility Company's Customer Service/Specific Contact Name],

Subject: Inquiry Regarding KWH Billing

I hope this letter finds you well. I am writing to inquire about my recent KWH billing statements for the account number [Your Account Number]. I have noticed some discrepancies that I would like to clarify. Specifically, I have observed that [describe the issue or discrepancies in detail, including any relevant dates, amounts, or comparisons to previous bills]. This has prompted me to seek a better understanding of how the charges are calculated.

I would appreciate any information you can provide regarding [specific questions or clarifications needed]. Additionally, if possible, I would like to request a review of my account details related to this matter. Thank you for your attention to this inquiry. I look forward to your prompt response.

Sincerely,

[Your Name]
[Your Account Number]