

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

Subject: Clarification Request for KWH Meter Reading

Dear [Recipient's Name or Customer Service Department],

I hope this letter finds you well. I am writing to seek clarification regarding my recent KWH meter reading as reflected in my latest utility bill dated [insert date of the bill].

My account number is [insert account number], and my KWH meter number is [insert meter number]. Upon reviewing my bill, I noticed a discrepancy in the meter reading that appears to be inconsistent with my previous usage patterns. Specifically, the reading indicates [insert current reading] KWH, while I believe the reading should be approximately [insert expected reading] KWH based on my usage history.

Could you please provide clarification on how this reading was determined? Additionally, if possible, I would appreciate any details regarding the meter's calibration and any recent inspections that may have taken place.

Thank you for your assistance in resolving this matter promptly. I look forward to your response.

Sincerely,

[Your Name]  
[Your Signature (if sending a hard copy)]  
[Your Account Number]