

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

Subject: Request for KWH Usage Adjustment

Dear [Utility Company Customer Service/Specific Contact Person],
I hope this message finds you well. I am writing to request an adjustment to my KWH usage for the billing period of [insert dates].

My account number is [Your Account Number], and I have noticed an unusually high charge which does not align with my typical usage patterns. After reviewing my past bills, I believe that there may have been an error in the meter reading or billing calculation.

I kindly ask that you review my account and provide clarification or an adjustment as necessary. Attached are copies of my previous bills and any relevant documentation for your reference.

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

Sincerely,
[Your Name]