

[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 Contact Name],

Subject: Discrepancy in KWH Usage

I hope this letter finds you well. I am writing to bring to your attention a discrepancy I have noticed in my recent electricity usage statements for my account [Account Number].

Upon reviewing my bills from [specific months or date range], I observed that the kilowatt-hour (KWH) usage for this period appears to be significantly higher than my usual consumption. For your reference, my average monthly usage typically falls between [average KWH usage], and the most recent bill indicates a usage of [discrepant KWH usage].

I kindly request that you review my account and the related meter readings during this period. If there was an error in the meter reading or billing process, I would appreciate your assistance in rectifying this matter. Additionally, if there are any factors I should be aware of that might have contributed to this increase in usage, please let me know. Thank you for your prompt attention to this matter. I look forward to your response and any clarification you can provide.

Sincerely,

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