

Notice of Electrical Consumption Report

Date: [Insert Date]

To: [Tenant's Name]

[Tenant's Address]

Dear [Tenant's Name],

This letter serves as a notice regarding your electrical consumption for the period of [insert billing period]. According to our records, your electrical usage during this time is [insert usage details], which is [above/below] the average usage for similar units.

We kindly ask you to review this report and ensure that all appliances are being used efficiently to help manage overall consumption. If you have any questions or require assistance, please do not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]