

# Energy Consumption Clarification Letter

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to clarify the recent discrepancies that have been noted in our energy consumption records for the period of [Insert Time Frame].

Upon reviewing our bills and usage metrics, we have observed the following:

- [Specify Discrepancy 1]
- [Specify Discrepancy 2]
- [Specify Discrepancy 3]

We would appreciate your assistance in resolving these discrepancies as soon as possible. Please provide us with any necessary documentation or further information that may help clarify our energy usage more accurately.

Thank you for your prompt attention to this matter. Please do not hesitate to reach out to me directly at [Your Phone Number] or [Your Email Address] if you have any questions or require further details.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]