

Dear Tenants,

We hope this message finds you well. We are writing to inform you about upcoming changes to the energy sources used in our building.

Starting from **[Effective Date]**, we will be transitioning from our current energy provider to a new, more sustainable energy source. This change is part of our ongoing effort to enhance energy efficiency and reduce our environmental footprint.

Please note the following important details:

- **New Energy Provider:** [New Provider Name]
- **Transition Date:** [Effective Date]
- **Expected Benefits:** [Brief description of benefits]

We understand that you may have questions about how this will affect your energy usage and costs. Our team will be hosting a Q&A session on **[Date and Time]** at **[Location]** to address your concerns.

Thank you for your understanding and support as we make this important transition. If you have any immediate questions, please feel free to contact us at **[Contact Information]**.

Sincerely,

[Your Name]

[Your Position]

[Company/Organization Name]