

Energy Consumption Report Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to request a detailed report of energy consumption for [specify the period, e.g., the last 12 months] for [specify the location, e.g., our facility at 123 Main St.]. This information is crucial for our ongoing sustainability initiatives and for evaluating our energy usage patterns.

Specifically, I would appreciate data covering the following areas:

- Total energy consumption (kWh)
- Monthly usage breakdown
- Peak demand periods
- Energy efficiency recommendations

Thank you for your attention to this matter. I look forward to your prompt response and am happy to provide any further information required to facilitate this request.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization Name]