

Energy Usage Audit Notification

Date: [Insert Date]

To: [Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are writing to inform you that we will be conducting an energy usage audit at your facility located at [Facility Address] on [Audit Date]. The purpose of this audit is to assess your current energy consumption and identify opportunities for improving energy efficiency.

During the audit, our team will review your energy bills, inspect equipment, and gather data on your energy usage patterns. This assessment will help us to provide you with tailored recommendations to reduce costs and increase energy sustainability.

Please ensure that the necessary personnel are available and that access to all relevant areas of the facility is granted on the date of the audit. If you have any questions or need to reschedule, feel free to contact us at [Your Phone Number] or [Your Email Address].

Thank you for your cooperation. We look forward to working together to enhance your energy efficiency.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]