

# Energy Auditor Visit Confirmation

Date: [Insert Date]

Dear [Recipient's Name],

We are writing to confirm the details of your upcoming energy audit visit scheduled for [Insert Date] at [Insert Time]. Our energy auditor, [Insert Auditor's Name], will visit your premises located at [Insert Address].

Please ensure that the following are prepared in advance:

- Access to all areas of the facility
- Previous energy bills for the past year
- Any relevant documentation regarding energy usage

If you have any questions or need to reschedule, please do not hesitate to contact us at [Insert Contact Information].

Thank you for your cooperation.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]