

Appointment Request for Energy Audit

Date: [Insert Date]

[Recipient's Name]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am [Your Position] at [Your Company/Organization Name]. We are committed to promoting energy efficiency and sustainability within our community.

I would like to request an appointment for an energy audit of our facility located at [Facility Address]. We are interested in identifying areas where we can improve our energy consumption and reduce costs.

Please let me know your available dates and times for the audit. We are flexible and will do our best to accommodate your schedule.

Thank you for considering our request. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization Name]

[Your Phone Number]

[Your Email Address]