

Request for Quote

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[Your Phone Number]

To: [Recipient's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to request a quote for an energy audit of our facility located at [Facility Address]. We are interested in assessing our current energy usage and identifying opportunities for efficiency improvements.

Please provide us with a detailed proposal that includes the following information:

- Scope of the energy audit
- Estimated timeline for completion
- Cost structure and payment terms
- List of qualifications and experience

We are looking to initiate the audit no later than [Desired Start Date]. Please send your proposal by [Response Deadline].

Thank you for your attention to this request. I look forward to your prompt response.

Sincerely,

[Your Name]
[Your Position]
[Your Company]