

Energy Audit Visit Scheduling

Date: [Insert Date]

From: [Your Name]
[Your Position]
[Your Company]
[Your Contact Information]

To: [Recipient Name]
[Recipient Position]
[Recipient Company]
[Recipient Contact Information]

Dear [Recipient Name],

I hope this message finds you well. We are pleased to inform you that we are scheduling an energy audit visit as part of our commitment to optimizing energy efficiency and sustainability.

The proposed date for the energy audit is [Insert Proposed Date] at [Insert Time]. Please let us know if this time works for you or if there are other preferred times.

During the audit, our team will assess your energy usage and identify opportunities for improvement. We appreciate your cooperation in assisting us with this important task.

Looking forward to your confirmation.

Thank you!

Best regards,
[Your Name]
[Your Position]
[Your Company]