

Request for Budgeted Energy Costs Forecast

Date: [Insert Date]

To: [Recipient's Name]

Title: [Recipient's Title]

Company: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. As part of our upcoming budget planning process, we are seeking to obtain a forecast of our expected energy costs for the upcoming fiscal year.

Specifically, we would appreciate your expertise in providing detailed projections based on previous consumption data, anticipated changes in energy prices, and any relevant factors that could impact our energy expenses.

We believe that having an accurate forecast will greatly assist us in making informed budgetary decisions.

Please let us know if you require any additional information or if there are specific formats you prefer for the forecast. We kindly ask for your response by [Insert Deadline].

Thank you for your attention and assistance on this matter. We look forward to your timely response.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]