

Energy Expense Projection Request

Date: [Insert Date]

To: [Recipient's Name]
[Recipient's Position]
[Company/Organization Name]
[Address]
[City, State, Zip]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request the projection of energy expenses for the upcoming fiscal period. Understanding the anticipated costs associated with energy consumption is crucial for our budgeting and financial planning processes.

Specifically, we are interested in projections for the following categories:

- Electricity
- Gas
- Renewable energy sources

We would appreciate your insights and forecasts based on historical data and any upcoming changes that may affect energy costs, such as regulatory adjustments or price fluctuations in the market.

If possible, please provide the projections by [insert deadline]. This will enable us to incorporate your estimates into our budget plan effectively. Should you need any additional information from our side to facilitate this request, do not hesitate to reach out.

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

Sincerely,

[Your Name]
[Your Position]
[Your Company/Organization Name]
[Your Email Address]
[Your Phone Number]