

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to inquire about potential expenses related to energy consumption for my property located at [Property Address]. As I am looking to optimize my energy usage and costs, I would like to get detailed information regarding the following:

- The current energy rates and any forecasted changes.
- Available energy efficiency programs or incentives.
- Any recommended practices for reducing energy expenses.

If there are additional factors I should consider or if you could provide any resources to assist me, I would greatly appreciate it. Thank you for your attention to this matter. I look forward to your response.

Sincerely,

[Your Name]