

Energy Efficiency Compliance Exemption Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request an exemption from the energy efficiency compliance requirements as outlined in [specific regulation or guideline]. My request pertains to [briefly explain the reason for the request and the specific circumstances].

Despite efforts to comply, [explain any challenges encountered, considerations made, and any supporting evidence]. I believe that an exemption would be beneficial because [provide rationale].

Enclosed with this letter are [mention any documents you are including to support your request]. I am hopeful that you will consider my situation and grant the exemption.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]