

Inquiry Regarding Energy Service Upgrade

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the possibility of upgrading my current energy services with [Company Name]. As a resident at [Your Address], I am interested in exploring options that could enhance energy efficiency and reduce my overall consumption.

Could you please provide information regarding the available upgrades, associated costs, and any potential rebates or incentives? I would appreciate any brochures, documentation, or links to more details that you could share with me.

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

Sincerely,

[Your Name]