

Utility Tariff Information Request

[Your Organization's Name]

[Your Organization's Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Utility Company Name]

[Utility Company Address]

[City, State, ZIP Code]

Dear [Utility Company Representative's Name],

We are writing to request information regarding the utility tariffs applicable to non-profit organizations, specifically for our organization, [Your Organization's Name].

As a non-profit, we aim to optimize our operational costs and ensure the sustainability of our services. We would appreciate if you could provide us with the details of the following:

- Current non-profit utility tariff rates
- Eligibility requirements for non-profit tariffs
- Any available discounts or programs for non-profit organizations
- Procedure for applying for non-profit rates

We believe that this information will be invaluable in helping us serve our community better. We appreciate your assistance in this matter and look forward to your prompt response.

Thank you for your attention to this request.

Sincerely,

[Your Name]

[Your Title]

[Your Organization's Name]