

Inquiry About Energy Assistance Programs

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to inquire about the energy assistance programs available through your organization. As a resident of [Your City or Community], I am interested in understanding the options that might be available to help with energy costs, especially during the winter months.

Could you please provide information on eligibility criteria, application processes, and any required documentation? Additionally, if there are upcoming deadlines for applications, I would appreciate knowing those as well.

Thank you for your assistance. I look forward to your reply.

Sincerely,

[Your Name]