

Follow-Up on Energy Efficiency Grant Request

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Utility Company Name]

[Utility Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on my recent application for the Utility Energy Efficiency Grant submitted on [Submission Date]. I wanted to express my continued interest in the program and inquire about the status of my application.

This grant is vital for [briefly explain how the grant will help your project or situation]. I am eager to move forward and implement energy-efficient measures that will benefit both my household and the community.

If you require any further information or documentation to assist in the review process, please do not hesitate to reach out to me. I appreciate your assistance and attention to this matter and look forward to your response.

Thank you very much for your consideration.

Sincerely,

[Your Name]

[Your Title/Position, if applicable]