

# Subject: Inquiry Regarding Utility Energy Efficiency Grant Options

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Utility Company Name]  
[Utility Company Address]  
[City, State, Zip Code]

Dear [Utility Company Contact/Customer Service],

I hope this message finds you well. I am writing to inquire about potential grant options available for energy efficiency improvements offered by [Utility Company Name]. As a resident/business owner in [Your Location], I am keen on understanding the resources available to assist with enhancing energy conservation and efficiency within my property.

Specifically, I would like to know:

1. What energy efficiency grant programs are currently available?
2. What are the eligibility criteria for these grants?
3. Are there any application deadlines that I should be aware of?
4. Can you provide any guidance or additional resources for both residential and commercial projects?

Thank you for your time and assistance. I look forward to your prompt response so that I may explore these options further.

Sincerely,  
[Your Name]