

Inquiry Regarding Energy Efficiency Programs

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

[Date]

[Recipient's Name]
[Recipient's Title]
[Organization/Company Name]
[Organization Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to inquire about the energy efficiency programs that your organization offers. As an advocate for sustainable practices, I am particularly interested in [specific programs/services you want to know about].

Could you please provide information regarding the following:

- Eligibility criteria for participation
- Available incentives or rebates
- Application process and timeline
- Any upcoming workshops or informational sessions

Thank you for your time and assistance. I look forward to your prompt response.

Sincerely,
[Your Name]