

Tenant Energy and Water Efficiency Audit

Date: [Insert Date]

To: [Tenant's Name]

[Tenant's Address]

Dear [Tenant's Name],

We are conducting an energy and water efficiency audit to assess the sustainability of our properties and to help tenants reduce their utility costs.

We kindly ask you to provide access to your rental unit on [Insert Date and Time] for our audit team. During this audit, we will check for:

- Energy-efficient appliances
- Water-saving fixtures
- Insulation and air sealing
- Heating and cooling systems

Your participation is greatly appreciated and will contribute to a more sustainable living environment.

Please confirm your availability by [Insert Confirmation Deadline].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]