

Notification of Scheduled Energy Audit

Dear [Recipient's Name],

We are pleased to inform you that an energy audit has been scheduled for your property on [Date] at [Time]. Our team will assess your energy usage and provide recommendations for improving efficiency.

Please ensure that all relevant areas are accessible during the audit. If you have any questions or need to reschedule, feel free to contact us at [Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]