

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Utility Company Name]

[Utility Company Address]

[City, State, ZIP Code]

Dear [Utility Company Representative's Name],

I am writing to formally request an energy efficiency audit for my property located at [Your Property Address]. As a dedicated customer of [Utility Company Name], I am keen to explore ways to optimize my energy consumption and reduce utility costs.

An energy efficiency audit would provide valuable insights into my energy usage patterns, identify potential areas for improvement, and help me implement effective solutions that can contribute to energy conservation.

Thank you for considering my request. I look forward to your prompt response and assistance in scheduling this audit.

Sincerely,

[Your Name]