

Energy Efficiency Rebate Request

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

[Rebate Program Administrator's Name]
[Company/Organization Name]
[Address]
[City, State, ZIP Code]

Dear [Rebate Program Administrator's Name],

I am writing to formally request a rebate for the energy efficiency upgrades I completed at my home. I have attached all necessary documentation demonstrating that my upgrades meet the requirements outlined in your program.

The upgrades include:

- [Description of Upgrade 1]
- [Description of Upgrade 2]
- [Description of Upgrade 3]

I have attached copies of the receipts, installation agreements, and relevant energy efficiency certification documentation for your review.

I appreciate your attention to this matter and look forward to receiving my rebate. If you require any additional information, please do not hesitate to contact me.

Sincerely,

[Your Name]

Attachments:

- Receipt 1
- Receipt 2
- Certification Document