

Dear [Recipient's Name],

As summer approaches, we would like to share some energy conservation tips to help you save on your utility bills while keeping your home comfortable.

1. Optimize Your Air Conditioning

Set your thermostat to 78degF when you're home and raise it a few degrees when you're away.

2. Use Fans Wisely

Ceiling fans can help circulate cool air. Make sure they are set to rotate counter-clockwise.

3. Block the Sun

Use shades or curtains to block sunlight during the hottest parts of the day.

4. Unplug Electronics

Unplug chargers and electronics when not in use to reduce phantom energy usage.

5. Regular Maintenance

Ensure your cooling system is running efficiently by changing filters regularly and scheduling maintenance.

By implementing these simple strategies, you can make a significant impact on your energy consumption this summer. Thank you for doing your part to save energy!

Sincerely,

[Your Name]

[Your Title]

[Your Organization]