

# Inquiry About Utility Efficiency Rebate Programs

Date: [Insert Date]

[Recipient's Name]

[Utility Company Name]

[Utility Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am writing to inquire about the utility efficiency rebate programs offered by [Utility Company Name]. As a resident of [Your City/Area], I am interested in learning more about the available incentives and eligibility requirements for energy-efficient upgrades to my home.

Specifically, I would like to know:

- The types of improvements that are eligible for rebates.
- The process and documentation required to apply for these rebates.
- Any deadlines or upcoming changes to the program that I should be aware of.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Address]

[Your City, State, Zip Code]

[Your Email]

[Your Phone Number]