

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

Dear [Recipient Name],

I hope this letter finds you well. I am writing to you regarding the recent evaluation of my property located at [Property Address] as part of the BGE energy efficiency program.

After a thorough assessment, I was pleased to learn about the potential energy upgrades recommended for my home. The suggested improvements include:

1. **[Upgrade 1 - e.g., Insulation]**
 - Description: [Brief description of the upgrade]
 - Estimated Savings: [Annual energy savings]
2. **[Upgrade 2 - e.g., Energy-efficient HVAC system]**
 - Description: [Brief description of the upgrade]
 - Estimated Savings: [Annual energy savings]
3. **[Upgrade 3 - e.g., LED lighting]**
 - Description: [Brief description of the upgrade]
 - Estimated Savings: [Annual energy savings]

Implementing these upgrades not only promises significant energy savings, but also contributes to a more sustainable living environment. I would like to express my interest in moving forward with these recommendations and would appreciate any further information or resources you could provide regarding the next steps.

Thank you for your attention to this matter. I look forward to your response.

Warm regards,

[Your Name]