

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

[Recipient Name]
[Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: FPL Request

I am writing to formally request [specific information or action regarding FPL, e.g., "the records of my monthly energy usage for the past year"].

[Explain the reason for your request and any relevant details.]

I would appreciate your assistance in fulfilling this request. If there are any forms or fees required, please let me know.

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]