

[Your Name]  
[Your Title/Position]  
[Your Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Title]  
Kenya Power and Lighting Company (KPLC)  
[Recipient Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Request for Energy Audit

I hope this letter finds you well. I am writing to formally request an energy audit for our facility located at [Facility Address]. As part of our commitment to sustainability and energy efficiency, we aim to identify areas where we can reduce our energy consumption and operational costs.

We believe that an energy audit conducted by KPLC will provide us with valuable insights and recommendations to enhance our energy management practices.

Please let us know the necessary steps to initiate this process and any information or documentation you may require from our side.

Thank you for considering our request. We look forward to your prompt response.

Sincerely,

[Your Name]  
[Your Title/Position]  
[Your Company/Organization Name]