

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

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

Subject: Request for Energy Efficiency Evaluation and Potential KWH Savings

Dear [Recipient Name],

I hope this message finds you well. I am writing to request an evaluation of our current energy usage and potential energy efficiency improvements at [Your Company/Organization Name]. We are committed to reducing our carbon footprint and decreasing our energy costs, and as such, we are interested in assessing our energy consumption patterns measured in kilowatt-hours (KWH).

We believe that through energy efficiency measures, we can achieve significant savings and contribute to a more sustainable future. Specifically, we would like assistance with the following:

1. An in-depth analysis of our current energy consumption.
2. Recommendations for energy-efficient upgrades or practices.
3. Estimated KWH savings based on suggested measures.
4. Information on any available incentives or programs that support energy efficiency initiatives.

Please let us know a convenient time for us to discuss this matter further or if additional information is required from our side. We look forward to your prompt response.

Thank you for considering our request.

Sincerely,

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