

Your energy efficiency upgrades

<first and last name>
<address line 1>
<address line 2>
<address line 3>
<town>
<Postcode>

Dear «CorrName1»,

Thank you for letting my colleague <add name of colleague and put name of the company too if they are from a contractor> and I visit your home.

I have some good news; your home qualifies for a free energy efficiency upgrade.

This means you can look forward to living in a warmer and more comfortable home, and it should help you use less energy. Living in a greener home means you're doing your bit to save the planet.

To make your home more energy efficient we need to: (list work which will be done - some examples are listed below).

- Improve the loft insulation, and fit external wall insulation to the outside of your home. This will stop heat escaping.
- Fit new windows and door, these will also reduce the amount of heat escaping your home.
- Fit a ventilation system to stop a build up of damp and stale air.
- Put solar panels on your roof to make electricity from the sun.

Home visit

I need to come to your home to meet with you to give you more information about the energy efficiency upgrade. I'll ask you some questions to make sure what we do meets your needs. I'd also like to find out if there is anything we can do to help and support you.

At the same time, my colleague (add name of colleague and put name of the company too if they are a contractor) will visit and do some more technical checks on your home. This will help us get ready to start the work.

I will call in the next two weeks to arrange a convenient time for a visit. I will call from (add phone number).

At the same time, my colleague (add name of colleague and put name of the company too if they are a contractor) will visit and do some more technical checks on your home. This will help us get ready to start the work.

I will call in the next two weeks to arrange a convenient time for a visit. I will call from (add phone number).

Find out more at our Energy Efficiency Roadshow

<Add date time and location>

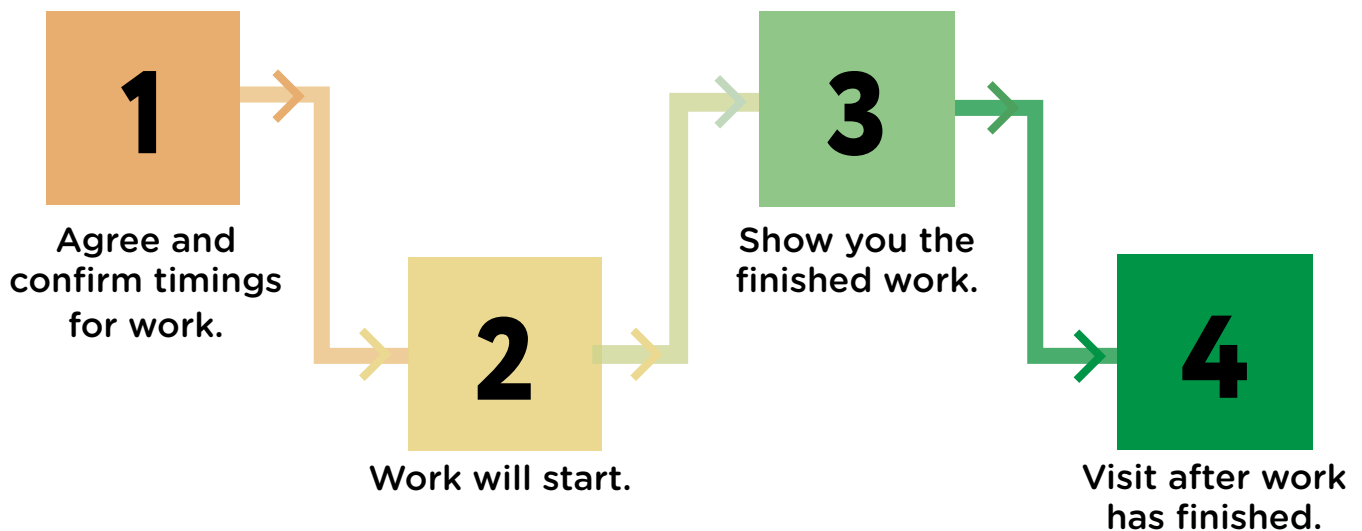
I'd like to invite you to our Energy Efficiency Roadshow.

- Come along to meet the team who will be working on your home.
- Chat to residents who've already had work done.
- See what will be fitted in your home and ask questions.

There will be refreshments available, and children are welcome. (remove children reference if this is an older person's scheme).

The next steps

After the home visit and roadshow we will:



I look forward to seeing you again soon.

Yours Sincerely



<name>
customer liaison officer
<phone number>
<email>