

Client Email Templates

Step1 - Introduction:

Hello ____,

Pleasure speaking with you.

We specialize in implementing Energy Savings Projects for many Building Owners, Operators and Property Management Companies.

What makes us unique is that our zero cost program is paid out of the savings that it generates.

Our Program Saves Utility Costs On:

- Electric
- Water
- Gas

Our Comprehensive Process Begins With:

- A no obligation review of your building/property or portfolio by our expert team
- Analyze utility and building data to determine potential savings and ROI
- Present program solutions in a detailed proposal

The implementation of our program in your building will enhance its value, substantially lower utility costs, reduce equipment maintenance/replacement and enhance its public green image, all at zero cost to you.

In the meantime, click on the link to learn more and see some of our completed projects:

<http://www.michrotech.com>

Let us know when you would like to schedule an initial meeting to discuss how we can help you improve your bottom line and become more sustainable at the same time.

We look forward to working with you!

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Step 2 - Request:

Hello _____,

We are happy to schedule a survey at your convenience in order to review existing equipment, operations and utility usage profile. This survey will also enable our engineering department to forecast potential savings that would be derived from implementing our Utility Savings Program.

As a prerequisite, we will need the following:

1. Executed Information Release Form
2. 12 Months Utility Bills
 1. Electric
 2. Water
 3. Gas
3. Site/Building Documents
 1. Architectural Layout
 2. Mechanical Blueprints
 3. Electrical Blueprints
4. Contact Person
 1. Name/Title
 2. Phone/Email

Please also complete and return the attached Information Release Form which allows us to analyze the information provided.

Once received, we will proceed to schedule the survey at your convenience.

Thank you