# RFI email template

**Subject: Request for Information: Renewable Energy Solution Proposal for [Your Business Name]**

Dear [Supplier Contact],

I hope this email finds you well. I am writing to you on behalf of [Your Business Name]. We are a [briefly describe your business type or industry, e.g., a retail chain, office complex, or industrial facility] committed to sustainability and environmental responsibility.

As part of our ongoing efforts to reduce our carbon footprint and manage energy price volatility, we are actively exploring solutions to support our operations, with a particular interest in [insert the specific RES technology such as electric vehicle (EV) charging infrastructure]. We have researched your company and are interested in finding out more about your expertise in renewable energy systems, especially in the field of [insert the specific RES technology such as EV charging].

We would appreciate it if you could provide us with information on your offerings, specifically tailored to support our [insert the specific RES technology] needs. In your response, please address the following points:

1. An overview of your company's expertise and experience in renewable energy systems, with a focus on [insert the specific RES technology such as EV charging].
2. Detailed information about the renewable energy technologies and resources your solution utilises (e.g., solar, wind, battery storage, etc.).
3. Case studies or examples of similar projects you have successfully implemented with similar businesses as ours.
4. An outline of the potential benefits, including cost savings and environmental impact, that your solution could offer our business.
5. Available financing or incentive options that could support our transition to renewable energy.

We would like to facilitate a site visit for you to verify the feasibility of your proposed solution and ensure that it aligns with our business objectives *[site visits are recommended with interested suppliers]*.

Please respond to this request for information by [Insert Deadline] by email to [Your Email Address]. Please feel free to contact me on [Your Phone Number] if you have any questions or require further information.

Thank you for your time and consideration. We look forward to receiving your response and exploring the possibility of partnering with your organisation to achieve our objectives of reducing emissions, saving energy costs, and reducing risks from energy price volatility.

Yours sincerely,

[Your Name and Contact details]