



# The Energy Connection

683 West Energy Street

Energy, UT 85515

Phone: (445) 668-5119 Fax: (445) 668-5220



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March 26, 2011 3. \_\_\_\_\_

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Mr. and Mrs. Raymond Bonzer 5. \_\_\_\_\_

528 Ardmore Drive

Ellendale, ND 58436-8890

6. {

Dear Mr. Bonzer: 7. \_\_\_\_\_

8. {

Thank you for inquiring about ways to save energy in your home this winter. Here are four tips you can use immediately to help save energy:

9. { 10. \_\_\_\_\_

- Tape seams and insulate crawl spaces and ducts in your heating system to avoid heat loss.
- Install a humidifier in your home and seal cracks around doors and windows to retain moisture and avoid heat loss.
- Check furnace filters about once a month.
- Change filters whenever dirt appears.

Other items which need to be checked in your home include the fan on your furnace, the thermostat, and damper controls. We would be happy to check your heating system to help you achieve energy efficiency and reduce your heating bills. Enclosed is a brochure explaining our charges.

11. {

Sincerely, 12. \_\_\_\_\_

13. {

Susanne Kershaw, Manager 14. \_\_\_\_\_

15. {

bt 16. \_\_\_\_\_

17. {

Enclosure 18. \_\_\_\_\_

19. {

C John Sparks 20. \_\_\_\_\_

**Business Letter**

Student Name

Current Date