

<Organization Letterhead>

<Date>

Ms. Jean Lupinacci
Director, Commercial & Industrial Branch
U.S. Environmental Protection Agency
1200 Pennsylvania Avenue, NW (6202J)
Washington, DC 20460

Dear Ms. Lupinacci:

With this letter, **<Organization Name>** joins ENERGY STAR[®]. We are making a fundamental commitment to the continuous improvement of our organization's energy performance. We believe ENERGY STAR will help us enhance our financial health, increase our value, and aid in preserving the environment for future generations. Specifically, we will:

- Measure, track, and benchmark our organization's energy performance by using tools such as those offered by ENERGY STAR;
- Develop and implement a plan to improve energy performance in our facilities and operations by adopting the strategy provided by ENERGY STAR; and,
- Educate our staff and the public about our partnership with ENERGY STAR, and highlight our achievements with the ENERGY STAR label, where available.

We understand that our commitment to assess and improve the energy performance of our organization is supported by the strategy, products, resources, and tools offered by ENERGY STAR. In addition, we are aware that ENERGY STAR presents opportunities for recognition of success. To be eligible for recognition, we will share our progress and milestone achievements with ENERGY STAR. As a partner, we agree to follow all applicable terms and conditions governing the use of the ENERGY STAR logos, which are registered trade and service marks.

<Organization name> looks forward to our partnership with ENERGY STAR.

Sincerely,

**<Name of Chief Executive
or Chief Financial Officer>**

<Title>

<Organization Name>

Attachment

**Attachment to Partnership Letter
Organization Information**

To help ENERGY STAR serve you best, a limited amount of information is needed. Please complete this sheet and send it along with the letter. Thank you.

Chief Executive

Name & Title: _____

Mailing Address: _____

E-mail Address: _____

Phone Number: _____

Facsimile: _____

Energy Manager

Name & Title: _____

Mailing Address: _____

E-mail Address: _____

Phone Number: _____

Facsimile: _____

Communications Director (if appropriate)

Name & Title: _____

Mailing Address: _____

E-mail Address: _____

Phone Number: _____

Facsimile: _____

Best Description of My Organization (check one):

- Banking & Financial Services
- Commercial Real Estate
- Education
 - K-12
 - Higher Ed
- Entertainment
- Government
 - State
 - Local
- Healthcare
- Hospitality
- Insurance
- Manufacturing/Industrial, please describe your business
including the SIC/NAICS codes which best apply to your industry:

- Retail
- Telecommunications
- Other business, please describe: _____

Total amount of square footage owned and/or managed in building spaces: _____

For Commercial Real Estate businesses, total amount of square footage owned: _____