<Organization Letterhead>

<Date>

Ms. Jean Lupinacci
Director, ENERGY STAR 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® as a Partner, and makes a fundamental commitment to protect the environment through the continuous improvement of our energy performance. We believe that an organization-wide energy management approach will help us enhance our financial health and aid in preserving the environment for future generations. In partnership with ENERGY STAR, we will:

- Measure and track the energy performance of our organization's facilities where possible by using tools such as those offered through ENERGY STAR
- Develop and implement a plan consistent with the ENERGY STAR Energy Management Guidelines to achieve energy savings
- Help spread the word about the importance of energy efficiency to our staff and community
- Support the ENERGY STAR Challenge, a national call-to-action to help improve the energy efficiency of America's commercial and industrial buildings by 10 percent or more
- Highlight our achievements with recognition offered through ENERGY STAR.

We understand that our commitment to measure, track, and improve the energy performance of our organization is supported by the resources and tools offered through ENERGY STAR. In addition, we understand that we will be recognized on the ENERGY STAR web site as a Partner and as a supporter of the ENERGY STAR Challenge. To be eligible for additional recognition, we will share with EPA our progress and milestone achievements. 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 Organization's Chief Executive**>
<**Title**>
<**Organization Name**>

Attachment

Attachment to Partnership Letter
Organization Information

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 Contact

Name & Title: _____
Mailing Address: _____
_____
_____
E-mail Address: _____
Phone Number: _____
Facsimile: _____

Organization's Primary Business or Function (check one):

- □ Commercial Real Estate
- □ Corporate Real Estate
- □ Multifamily Housing, *include:*
  - _____ Number of units owned/managed
- □ K-12 Education
- □ Higher Education
- □ State Government
- □ Local Government
- □ Federal Government
- □ Healthcare & Senior Care Facilities
- □ Hospitality & Entertainment
- □ Manufacturing/Industrial, *include:*
  - _____ NAICS code
  - _____ Number of Manufacturing Plants Operated in the United States
  - _____ Number of Employees in the United States
- □ Religious (Congregations)
- □ Retail
- □ Drinking Water Treatment and Distribution, *include:*
  - _____ Total Capacity (mgd)
- □ Wastewater Treatment, *include:*
  - _____ Total Capacity (mgd)
- □ Other. Describe: _____

Organization's total building/facility square footage (required):

Owns _____
Leases _____
Manages _____

How did you learn about ENERGY STAR?

_____
_____

The government estimates the average time needed to fill out this form is 30 minutes and welcomes suggestions for reducing this level of effort. Send comments (referencing OMB control number) to the Director, Collection Strategies Division, U.S., EPA (2822T), 1200 Pennsylvania Ave., NW, Washington, D.C. 20460.

What is the ENERGY STAR Challenge?

The ENERGY STAR Challenge is a national call-to-action to improve the energy efficiency of America's commercial and industrial buildings by 10 percent or more.

Who Can Take the Challenge?
Whether you're associated with a small school or a large corporation, a local government or a national association, a community hospital or a hotel group, a manufacturing plant or an architecture firm — you can be part of the ENERGY STAR Challenge and help improve the energy efficiency of America's commercial and industrial buildings by 10 percent or more.

More and more people are taking the ENERGY STAR Challenge every day. Visit our on-line sign up and join schools, auto dealers, Girl Scout troops, town councils, hospitals, churches, and more in the fight against global warming.

Architecture and engineering firms have the opportunity to leave their mark on the world by designing buildings that are sustainable now and well into the future. Join the growing number of architecture and engineering firms responding to the ENERGY STAR Challenge by submitting energy efficient design projects.

What You Can Do?
Challenge participants and their members are encouraged to take as many of these actions as possible:

- Design commercial buildings to be energy efficient.
- Measure and track energy use
- Develop a plan for energy improvements
- Make energy efficiency upgrades
- Help spread the energy efficiency word to others.
- Become an ENERGY STAR Partner