

<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<sup>®</sup> 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
- 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. 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

SAMPLE

### 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?**

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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.

EPA Form 5900-19

SAMPLE