

From: UnitShipmentData@energystar.gov

Dear ENERGY STAR® Partner:

As of February 5, 2018, an ENERGY STAR unit shipment data form for the following organization and program has not been received:

Organization: [Organization Name]

Program: [Program Name]

The U.S. Environmental Protection Agency (EPA) is sending you this email as a courtesy reminder that this form is due by **March 1, 2018**. EPA originally conveyed this deadline to the above named organization by email on January 2, 2018.

If you submitted this form to one of the trade associations that cooperates with EPA to collect and aggregate unit shipment data (see the January 2 email), but you are unsure whether the association received it, you may inquire with that association via the email address to which you submitted the form.

If you submitted this form to UnitShipmentData@mail.energystar.gov (as a reply to the January 2 email requesting the data), **EPA did not receive your data collection form, and you will need to resubmit the form to UnitShipmentData@energystar.gov by March 1, 2018.**

Note, this email pertains to only **[Organization Name]** for the **[Program Name]** program. If your organization participates in other ENERGY STAR programs, the associated primary and secondary contacts will receive a separate reminder for forms not received by February 5.

Submission of annual unit shipment data is a condition of partnership. For organizations that fail to fulfill this condition by **March 1, 2018** for any given program, EPA will remove their names from EPA's online list of partners and will remove their certified products from the list of ENERGY STAR products for that program.

Additional copies of all forms are available for download from the ENERGY STAR unit shipment data website, www.energystar.gov/unitshipmentdata. If you have any questions about your form or the data collection process, please contact Matt Bugajski, ICF, at UnitShipmentData@energystar.gov or (202) 862-1126.

Thank you.