

UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
WASHINGTON, D.C. 20460



OFFICE OF
AIR AND RADIATION

Dear [Name]:

As of February 1, 2021, ENERGY STAR unit shipment data forms for the following organization and product type(s) has not been received:

Organization: [Organization Name]

Product Type(s):

- **[List of forms owed]**

The U.S. Environmental Protection Agency (EPA) is sending you this email as a courtesy reminder that this form is due by **March 1, 2021**. EPA originally conveyed this deadline to the above named organization by email in January 2021.

If you submitted your unit shipment data to one of the trade associations that cooperates with EPA to collect and aggregate unit shipment data (see the January 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.

Submission of annual unit shipment data is a condition of partnership. For organizations that fail to fulfill this condition by **March 1, 2021** 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, https://www.energystar.gov/partner_resources/products_partner_resources/brand_owner_resources/unit_shipment_data/2020_unit_shipment_data. If you have any questions about your form or the data collection process, please contact Katie Veasey, ICF, at UnitShipmentData@energystar.gov or (202) 862-1176.

Thank you for your support of ENERGY STAR.