

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



OFFICE OF
AIR AND RADIATION

Dear ENERGY STAR® Partner:

As of February 7, 2014, an ENERGY STAR unit shipment data form for the following organization and program has not been received:

Organization: [Company name]
Program: [Product category]

The U.S. Environmental Protection Agency (EPA) is sending you this email as a courtesy reminder that this form is due by **March 1, 2014**. EPA originally conveyed this deadline to the above named organization by email on January 9, 2014.

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 9th 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.

Note, this email pertains to only the above named organization and program. If you have submitted other forms but not received a version of this letter that refers to them, then they have been received.

Submission of annual unit shipment data is a condition of partnership. For organizations that fail to fulfill this condition by **March 1, 2014** for any given program, EPA will remove their names from EPA's online list of partners and will remove their qualified 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 Stephanie Margolis, ICF International, at (703) 225-2316 or unitshipmentdata@energystar.gov.

Thank you.