

**<Organization Letterhead>**

**<Date>**

Ms. Cindy Jacobs  
Chief, ENERGY STAR® Commercial & Industrial Branch  
U.S. Environmental Protection Agency  
1200 Pennsylvania Avenue, NW (6202A)  
Washington, DC 20460

Dear Ms. Jacobs:

With this letter, **<Organization Name>** joins the U.S. Environmental Protection Agency's (EPA's) ENERGY STAR program as a partner and makes a fundamental commitment to protecting the environment through the continuous improvement of the energy performance of our facilities and operations. 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 EPA, we will:

- Measure and track the energy performance of our organization's facilities, operations and commercial new construction projects using tools such as ENERGY STAR Portfolio Manager® for buildings, ENERGY STAR Energy Performance Indicators (EPIs) for plants, and others offered through ENERGY STAR;
- Develop and implement a plan consistent with the ENERGY STAR Guidelines for Energy Management to achieve energy savings;
- Promote the importance of energy efficiency, and the value of partnership with ENERGY STAR, to stakeholders, such as peer organizations, suppliers, staff, and the community at large, and facilitate energy savings among these stakeholders through competitions, campaigns, and other engagement, where possible; and
- Highlight our achievements by pursuing ENERGY STAR recognition and publicizing our program's accomplishments and recognition received.

We understand that our commitment to measure, track, and improve the energy performance of our organization, and to promote energy efficiency to our stakeholders and community, is supported by the resources and tools offered through ENERGY STAR. In addition, we understand that we will be recognized on the ENERGY STAR website as a partner. 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, as outlined in the [ENERGY STAR Brand Book](#).

**<Organization name>** looks forward to our partnership with ENERGY STAR.

Sincerely,

**<Name of Organization's Chief Executive>**

**<Title>**

**<Organization Name>**