

**<Organization Letterhead>**

**<Date>**

Ms. Jean Lupinacci  
Director, Commercial & Industrial Branch  
ENERGY STAR  
U.S. Environmental Protection Agency  
1200 Pennsylvania Avenue, NW (6202J)  
Washington, DC 20460

Dear Ms. Lupinacci:

With this letter, **<Organization Name>** joins ENERGY STAR®. We are making 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, increase our value, and aid in preserving the environment for future generations. In partnership with ENERGY STAR, we will specifically:

- Baseline, track, and benchmark our organization's energy performance by using tools such as those offered through ENERGY STAR;
- Develop and implement a plan to reduce energy intensity across our facilities and operations by following the energy management strategy provided through ENERGY STAR; and,
- Educate our staff and the public about our partnership in ENERGY STAR, and highlight our achievements with recognition offered through ENERGY STAR.

We understand that our commitment to assess and improve the energy performance of our organization is supported by the strategic resources and tools offered through ENERGY STAR. In addition, we are aware that ENERGY STAR presents opportunities to be recognized for success. To be eligible for recognition, we will share with EPA our progress and milestone achievements under ENERGY STAR. 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 Chief Executive  
or Chief Financial Officer>**  
**<Title>**  
**<Organization Name>**

Attachment

## Attachment to Partnership Letter Organization Information

Please complete this sheet and send it along with the signed partnership letter. Thank you.

### Chief Executive

Name & Title: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
E-mail Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Facsimile: \_\_\_\_\_

### Energy Manager

### Communications Director (if applicable)

Name & Title:

\_\_\_\_\_  
Name & Title:

Mailing Address:

\_\_\_\_\_

\_\_\_\_\_  
Mailing Address:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

E-mail Address:

\_\_\_\_\_  
E-mail Address:

Phone Number:

\_\_\_\_\_

\_\_\_\_\_  
Phone Number:

Facsimile:

\_\_\_\_\_

\_\_\_\_\_  
Facsimile:

\_\_\_\_\_

My Organization's Primary Business or Function (check one):

- Commercial Real Estate
- Corporate Real Estate
- K-12 Education
- Higher Education
- State Government
- Local Government
- Federal Government
- Healthcare
- Hospitality & Entertainment
- Manufacturing/Industrial, please describe your business, including the NAICS codes which best apply to your industry: \_\_\_\_\_
- Religious (Congregations)
- Retail
- Other. Please describe: \_\_\_\_\_

Total amount of building/facility square footage my organization...

Owns

\_\_\_\_\_

\_\_\_\_\_

Leases from others

\_\_\_\_\_

\_\_\_\_\_

Manages but does not own

\_\_\_\_\_

\_\_\_\_\_

Franchises to others

\_\_\_\_\_

\_\_\_\_\_

Other. Please describe:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

How did you learn about ENERGY STAR? \_\_\_\_\_

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.