[Date]

Ms. Angela Tovar

Chief Sustainability Officer

Office of the Mayor, Room 509

City of Chicago

121 North LaSalle

Chicago, Illinois  60602

Dear Ms. Tovar:

[Enter Name of Organization] proudly submits our property located at [Enter Address of Building], commonly known as [Enter Name of Building], to participate in the Retrofit Chicago Energy Challenge.

Energy efficiency is a strategic priority for our facility and operations, and we look forward to partnering with you more closely to work toward citywide energy goals.

By participating in Retrofit Chicago, we pledge to:

* Improve energy efficiency in the building named above by 20%+ within the next five years
* Begin energy efficiency work within 6 months of today’s date
* Track energy efficiency progress using the US Environmental Protection Agency’s free ENERGY STAR Portfolio Manager software (note: no individually-identifiable building energy information will be shared without explicit permission)
* Serve as an ambassador to other facilities that are interested in reducing energy use

We thank the City of Chicago, the Mayor’s Office, and Retrofit Chicago partners for their support in this effort. We appreciate this opportunity to demonstrate our building’s leadership in helping to make Chicago the most competitive, livable, and sustainable city.

Sincerely,

[Name, Title, Company / Organization]