**Municipal Letterhead**

[You may submit your letter electronically to leclairj@easternct.edu]

 [Date]

Jessica LeClair

Institute for Sustainable Energy

Eastern Connecticut State University

372 High Street

Willimantic, CT 06226

Dear Ms. LeClair,

On behalf of the [Municipality], I [Name of municipal representative either elected official or municipal staff], am writing to express interest in Sustainable CT's Benchmark and Track Energy Use No-Cost Assistance Program.

[Municipality] identifies [Name of staff person, including title] as the point of contact for this effort. If selected, [Municipality] agrees to perform the following tasks to support this no-cost assistance program:

* Review the existing municipal Energy Star Portfolio Manager account(s) and identify missing or incomplete data. Municipalities will be responsible for generating a list of all the qualifying buildings required to be benchmarked by Action 6.1.
* Work with the utility representatives to automate transfer of electric or natural gas data and populate historical usage if necessary.
* Obtain at least one year of data on energy use for non-electric or natural gas fuels (e.g. heating oil, propane), for qualifying buildings.
* Work with the utilities to upload non-electric or natural gas data into the municipal Energy Star Portfolio Manager account.
* Provide Eversource Energy or United Illuminating representatives any necessary background information on municipal or Board of Education buildings including square footage, occupancy, or other data required by ESPM.
* Participate in any preparatory and/or progress calls as needed.

Thank you for your consideration of [Municipality] for receipt of this technical assistance program. Please reach out to [identify a contact] at [telephone number or email address] with any additional questions.

Sincerely,

[municipal representative either elected official or municipal staff]