Hello THEIR NAME,

I am with the Student Sustainability Committee and we are coordinating assessments of various campus buildings with high energy use per square foot to help determine how they may become more energy efficient. We would like to do an assessment of your building on ADDRESS. The student teams we send will not be fixing or retrofitting anything, but the information we collect will be used by Facilities and Services for making improvements. We would like to schedule times to complete our assessments so that we will not be disturbing any events you may be holding at your building. We are planning to start our assessment at TIME on DATE. It would take up to 10 hours of work spread out over several days. Prior to starting our assessment, we would like to have the team we assign to your building meet with a knowledgeable member of your staff that can answer general questions about energy use in your building. Please let us know if you would be willing to participate, and if the suggested date is appropriate for your building.

Thank you for your consideration,

Thomas Ferrarell

Facilities and Services Student Coordinator Intern

Student Sustainability Committee

\*should I add details of what the teams will be doing?