

Placed on official city/town/jurisdictional letterhead

(insert municipality name) is Committing to Energy Savings

Friday, July 26, 2019

Dear ICMA,

(insert municipality name) is proudly committed to implementing a local energy competition to reduce our environmental impact. Using [Energy Star's Battle of the Building](#) resources we will develop and implement a competition to save energy by (insert goal date of implementation).

(optional paragraph) (insert municipality name) has a history of environmental stewardship that this competition will help compliment. (Insert ongoing/past sustainability efforts)

During this energy competition we intend to (insert 1-2 sentences of who the target market will be and targeted areas for competition (for example, water, or energy, or both)).

As the energy competition is implemented, we will track progress of entrants and publicize winners. We look forward to implementing this competition to help save energy and money along the way.

Regards,

(Insert signature, title, printed name)