

Energy Efficiency Certification Renewal

Date: [Insert Date]

To: [Insert Recipient Name]

[Insert Recipient Address]

Dear [Insert Recipient Name],

We are pleased to inform you that your Energy Efficiency Certification for [Insert Property/Facility Name], which was originally issued on [Insert Original Issuance Date], is due for renewal. In line with our commitment to promoting sustainable practices, we encourage you to complete the renewal process to maintain your certification status.

Please find the attached documentation required for the renewal process:

- Completed Renewal Application Form
- Updated Energy Usage Reports
- Compliance Statement

To ensure a seamless renewal process, we kindly ask you to submit the required documents by [Insert Deadline Date]. Failure to do so may result in a lapse of your certification.

If you have any questions or need assistance, please do not hesitate to contact our office at [Insert Contact Information]. We are here to help you.

Thank you for your attention to this matter and for your continued commitment to energy efficiency.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]