

# Utility Greenhouse Gas Emissions Assessment

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

Dear [Recipient's Name],

We are writing to present the results of the greenhouse gas (GHG) emissions assessment conducted for [Utility Name] for the year [Insert Year]. This assessment is crucial for understanding our environmental impact and identifying opportunities for sustainability improvements.

## Assessment Overview

The assessment focuses on the following key areas:

- Emission Sources: [Briefly describe sources assessed]
- Emission Factors: [Outline the factors used]
- Methodology: [Explain the assessment Methodology]

## Findings

Our findings indicate that the total GHG emissions from [Utility Name] for the reporting period are [Insert Total Emissions] metric tons of CO2 equivalent.

## Recommendations

We recommend the following measures to reduce emissions:

1. [Recommendation 1]
2. [Recommendation 2]
3. [Recommendation 3]

We appreciate your attention to this critical matter and look forward to collaborating on strategies to minimize our carbon footprint.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]