**Insert Customer/Agency Name** has selected you to complete a "Back of the Envelope" audit for their anticipated Energy Performance Contract.

**A (mandatory) kickoff meeting is scheduled for** **Insert Date & Time at the address listed below.**  Utility data will be distributed at the kickoff meeting. The electronic Request for Proposal (RFP) for the Back of the Envelope Audit (BOE) will be sent out via email following the kick off meeting.

 **Insert Address**

For your planning purposes, the **approximate** total square footage is **XXX** square feet and the **approximate** annual utility expense is **$XXX**.

**Insert Customer/Agency Name requests that you respond by e-mail to all addressees cc’d by Insert Day, Date if you are interested in completing the BOE.**

Thank you for your time and we look forward to working with each of you.

**Name:**

**Agency:**

**Title:**

**Phone:**

**Email:**