

(insert date)

Glenn Mifflin
Chair, CIPEC Executive Board
Canadian Industry Program for Energy Conservation
Office of Energy Efficiency
Natural Resources Canada
580 Booth Street, 12th Floor
Ottawa ON K1A 0E4

Dear Mr. Mifflin:

Our company, *(insert company name)*, supports voluntary initiatives that lead to energy and cost savings and that assist the Government of Canada in meeting its ecoENERGY program objectives to save energy and reduce greenhouse gas (GHG) emissions and air pollution.

To demonstrate this support, our company wishes to participate in Natural Resources Canada's Canadian Industry Program for Energy Conservation (CIPEC) as a CIPEC Leader. In this regard, we agree to collect data on our company's annual energy consumption and GHG emissions, and to establish energy efficiency objectives. We agree to provide you with a yearly report summarizing our plans to improve energy efficiency, the measures we took and the results we observed in the reduction of energy consumption and GHG emissions.

We wish to register our facility/facilities at *(insert address locations)* as a CIPEC Leader and to appoint *(insert contact name, title, address, email, phone)* as our company liaison for this initiative.

Sincerely,

(insert name, title and signature of company's CEO or president or plant manager)