**Template Letter of Interest (LOI) OR Sources Sought Request for Proposal (RFP) to Serving Utilities – Electric/Natural Gas/Water**

Instructions: To complete this template, please review and adjust as necessary, at a minimum filling-in the *italics* portions (Delete Template Header and Instructions text when completed)

*Name of Utility*

Attn: *Name of Serving Utilities POC*

*Address Line One*

*Address Line Two*

Dear *Name of Serving Utilities POC*,

The *Federal agency* is considering the development of an energy conservation project(s) at our facilities via a utility energy service contract (UESC) vehicle. As such, the *Federal agency* is surveying the interest of all serving distribution electric, natural gas, and water utilities for a number of our sites, including:

1. *List specific site names / locations / utility accounts;*
2. *List specific site names / locations / utility accounts.*

The *Federal agency* is interested in awarding viable projects using an Authorization for Energy Management Services (EMSA), also known as “the Exhibit”, pursuant to your GSA Areawide Contract (AWC) GS-*XXX-XX-XXX-XXXX*. In the absence of an AWC, the *Federal agency* will also consider awarding viable projects to eligible serving distribution utilities via other UESC contracting vehicles, such as Basic Ordering Agreements (BOAs) or Separate Contracts.

**This letter is only a request for information regarding your organization’s energy management services offerings, willingness, experience, and qualifications to provide a customized UESC program for the *Federal agency*, and does not constitute authorization to proceed with any work.**

If your organization is prepared to offer such services as identified in the Exhibit, and commonly referred to as a UESC, the *Federal agency* would like to meet. Please send an email to *CO, email* to indicate your organization’s interest, and call me at *XXX-XXX-XXXX* to discuss the matter further and arrange a meeting.

If no response is received by *future date – recommend 10 business days*, 3:00 p.m. EST, the lack of a response will be considered as confirmation of your organization’s disinterest in pursuing a UESC for the proposed sites at this time.

**Additionally, please refrain from contacting any other individuals at the proposed sites listed above.**

Thank you for your consideration,

*Name*

*Title*

*Contact Information (email address & phone number)*