

## Architect of Record Letter of Intent

<ARCHITECT OF RECORD Letter of intent: print on firm letterhead>

< Date >

Attn: Designed to Earn the ENERGY STAR  
c/o ICF International  
9300 Lee Highway  
Fairfax, VA 22201

As the Architect of Record, <Firm Name> is submitting a Statement of Energy Design Intent (SEDI) for the <INSERT building name>, located in <INSERT city and state>, owned by <INSERT Owner name>. The SEDI states our best estimate of energy use for all specified systems and processes with the intent for the building to be operated to earn EPA's ENERGY STAR certification.

This project achieved an energy performance score of 75 or greater, and we are applying for Designed to Earn the ENERGY STAR. This certification indicates that the project was designed and specified to be energy efficient but does not guarantee performance of the building. We understand that the certification graphic can only be displayed on architectural plans, contract documents, and marketing materials for this specified project, and we will adhere to the ENERGY STAR Logo Identity Guidelines.

<Firm Name> understands that the building Owner intends to measure and verify the building's energy use. Our goal in this process is to review the energy use data to better understand how our design affected the overall energy performance of the building.

With the Owner's consent, we agree to collaborate with EPA to create a case study about this project by highlighting its energy use strategies, technologies, and ENERGY STAR score for publishing in program materials.

We have put forth our best to design this building to achieve the ENERGY STAR and help prevent CO<sub>2</sub> emissions associated with fossil fuel energy use.

I can be reached at <Insert phone #> and by e-mail <Insert e-mail address>.

Sincerely,

<Signature>

<Name>

<Title>

<Architect of Record Firm Name>

### Enclosures:

1. Letter of Intent: **Architect of Record**; If applicable, list other A & E firms participating in this project who were instrumental in helping to achieve Designed to Earn the ENERGY STAR.
2. Letter of Intent: **Building Owner or Developer**
3. **Statement of Energy Design Intent**

The public reporting and recordkeeping burden for this collection of information is estimated to average 15 minutes per response. Send comments on the Agency's need for this information, the accuracy of the provided burden estimates, and any suggested methods for minimizing respondent burden, including through the use of automated collection techniques to the Director, Collection Strategies Division, U.S. Environmental Protection Agency (2822T), 1200 Pennsylvania Ave., NW, Washington, D.C. 20460. Include the OMB control number in any correspondence. Do not send the completed form to this address.

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