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ENERGY STAR®, a U.S. Environmental Protection Agency program, helps us all save money and protect our environment through energy efficient products and practices. For more information, visit www.energystar.gov.

Dear **[Name]**

As of February 1, 2023, ENERGY STAR unit shipment data forms for the following organization and product type(s) have not been received:

Organization: [Organization Name]

Product Type(s):

- **[List of forms owed]**

The U.S. Environmental Protection Agency (EPA) is sending you this email as a courtesy reminder that this form is due by **March 1, 2023**. EPA originally conveyed this deadline to the above named organization by email in January 2023.

If you submitted your unit shipment data to one of the trade associations that cooperates with EPA to collect and aggregate unit shipment data (see the January email), but you are unsure whether the association received it, you may inquire with that association via the email address to which you submitted the form.

Submission of annual unit shipment data is a condition of partnership. For organizations that fail to fulfill this condition by **March 1, 2023** for any given program, EPA will remove their names from EPA's online list of partners and will remove their certified products from the list of ENERGY STAR products for that program.

All forms are available on the ENERGY STAR unit shipment data [website](#). If you have any questions about your form or the data collection process, please contact Kathleen Vokes, EPA, at Vokes.Kathleen@epa.gov, or Nadia Saponara, ICF, at UnitShipmentData@energystar.gov or (862) 350-5389.

Thank you for your support of ENERGY STAR.

[For more information, visit: www.energystar.gov](http://www.energystar.gov)

This message was sent to you on behalf of ENERGY STAR. Each ENERGY STAR partner organization must have at least one primary contact receiving e-mail to maintain partnership. If you are no longer working on ENERGY STAR, and wish to be removed as a contact, please update your contact status in your [MESA](#) account. If you are not a partner organization and wish to opt out of receiving e-mails, please contact EnergyStarProducts@energystar.gov. Unsubscribing means that you will no longer receive program-wide or product-specific e-mails from ENERGY STAR.