



Client

Address 1

Address 2

(Date) _____

Attn: Client Contact

Subject: Notice of Commencement of Energy Savings

Project, Location

Contract # (as applicable)

Dear Client,

This letter will serve as formal notice that all related work related to our Energy Services Contract was substantially complete as of (Date) _____. This date should be used as a starting date for the commencement of energy savings accordingly.

If you have any questions or comments, please contact me at (509) 586-1104.

Sincerely,

(Name) _____

Construction Manager

Apollo Solutions Group

Cc:

...Building People Who Build Great Things

1201 W. Columbia Drive
Kennewick, WA 99336
509-413-6227

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