

Dear Facility Operator,

We are excited to share that \_\_\_\_\_ will be  
(Name of School)

participating in an *Energy Out Event* as part of the Energy Revealed Challenge hosted by GreenLearning.

As part of this event, we plan to turn off and unplug lights, devices, electronics and/or appliances. This will help us track energy consumption and better understand how we can make our school more energy efficient.

We are planning on holding this event on the following date and time:

\_\_\_\_\_ at \_\_\_\_\_ for \_\_\_\_\_  
(Date) (Time) (Length of Time)

For safety reasons, we would appreciate your guidance on which equipment can be safely shut down and/or disconnected. This will provide us with the opportunity to learn about energy efficiency in our school and therefore how to reduce energy consumption in the future!

If you have any questions or concerns, please do not hesitate to ask. Thank you for considering this request.

Sincerely,

Students of \_\_\_\_\_  
(Name of School)

### Contact Information

Teacher Name: \_\_\_\_\_

Teacher Email: \_\_\_\_\_