

[Date]

[Address]

RE: Green Business Certification Program Participation

Dear [Representative of Property Owner/Manager],

I am proud to announce that [Name of Your Organization] has joined the Montgomery County Green Business Certification Program, and expects to be certified as a Green Business in the near future. To earn our certification, we are implementing a number of environmentally sound business practices to prevent pollution, protect water quality, conserve energy and reduce greenhouse gas emissions, reduce the generation of waste, and increase recycling.

I am writing to encourage you to partner with us in this endeavor. As a Property Owner/Manager, there are many areas where you can make significant, positive environmental impacts and save money. These areas include water, energy, lighting, janitorial cleaning, and landscaping. For example:

- Energy efficiency upgrades can reduce building energy costs, often providing a positive return on your investment in less than one year;
- Water efficiency improvements both inside the building and in landscaping maintenance can reduce water costs.
- Choosing environmentally friendly and safe janitorial and maintenance products has a three-fold advantage: reduction of hazardous material storage and disposal costs; reduction of liability, and most importantly, a healthier work environment for your tenants.
- Making the commitment to be an environmentally conscious leader can provide a significant business advantage over the competition.

I encourage you to consider the environmental implications in each decision you make regarding maintenance and upgrades of this and other facilities. For more information on the program, please visit the Montgomery County website at:

<http://www.mcgreenbiz.org>.

Sincerely,

[Name]

[Position]