

**Template Language for Cover Letter to Contractors
Environmentally Preferable Materials and Products**

[date]

To: All A&E Contractors

Re: Sustainable Design

This letter is to notify you of the [name of your site]'s intent to design and construct its facilities following integrated, sustainable design principles, using green building technologies and materials. The attached Notice of Intent describes [name of your site]'s intent, principles of sustainable design, and our expectations.

[Name of your site] has already incorporated some principles of sustainable design into a few of our large projects. In the near future, any firm expecting to compete for work at [name of your site] will be required to demonstrate their ability to meet sustainable design principles and requirements.

Please read the attached document carefully and share it with all employees performing work for [name of your site]. If they are aware of our intent, expectations, and requirements, they can better help us meet our goals.

Should you have questions or comments, please direct them to [name] at [telephone].

Sincerely,

[name], Director
Facilities and Operations

Attached: Notice of Intent