*Sample letter explaining the value of participating in the 2020 Energy Exchange.*

Dear <*Insert Name* >:

I would like to attend the U.S. Department of Energy (DOE) one time virtual Energy Exchange, August 10-14. This year focuses on Empowering Solutions, demonstrating the importance of collaboration and innovation needed to leverage energy efficiency technologies and practices that offer efficient-resilient-secure energy and water management solutions. Achieving efficiency, resilience, and security is more important than ever in these uncertain times. Now more than ever we need to be Empowering Solutions to energy and water professions by providing accredited training, critical information, and flexible solution sets to ensure energy management community has the resources and tools necessary to meet the challenges associated with becoming efficient, resilient and secure in support of continuous mission operations.

Hosted and developed by the Federal Energy Management Program (FEMP), the goal of the Energy Exchange 2020 is to provide federal agencies with the resources and tools necessary to develop and maintain efficient, resilient, and secure water and energy infrastructure across the United States government, resulting in optimized energy and water systems that mitigate outage impacts, supporting continuous mission operations, resulting in cost and waste reduction.

This training event is aligned with the Federal Buildings Personnel Training Act, the National Defense Authorization Act and provides the opportunity for accredited continuous learning credits. Training sessions will focus on providing energy and water professionals with the resources and tools necessary to meet the challenges associated with becoming efficient, resilient and secure in support of continuous mission operations, regardless of operating conditions. Typically, over 85% of the sessions award Continuing Education Credits, and more than 40% of the sessions align with the Federal Building Personal Tracing Act of 2010 core competencies, to which all Federal employees in the energy management and facility fields need to report on.

Energy Exchange 2020 training focus areas include: Engaging with the Federal Government; Integrating Resilience at Federal Agencies; Optimizing Federal Facilities and Operations; Ensuring Cybersecurity within Federal Facility Management; Deploying Efficient Technologies in Federal Projects; Developing Financing for Federal Projects. This year, Energy Exchange 2020 will take place as a virtual event and feature over 40 individual educational sessions led by recognized speakers from the public and private sectors. In addition to receiving accredited training, participants will be able to hear from senior energy and water management leaders across the federal government, access a virtual technology pavilion and trade show that will include demonstration of National Laboratory and private sector exhibitors—showcasing their cutting edge resilient, efficient and secure technologies. Due to the reduced offerings during the virtual event additional technical content will be made available to all participates post event on the platform as part of a one-time Energy Exchange extra on-demand offering.

This event provides our Agency with an opportunity in the most cost-effective way to attend accredited training, interactive panel sessions, and opportunities to partner with DOE and other Federal Agencies even in these uncertain times at a reduced rate for this one-time virtual event. I appreciate your consideration and would be happy to discuss this further.

Thank you,

*<Insert your name here>*