*Sample letter explaining the value of participating in the 2021 Energy Exchange.*

Dear <*Insert Name* >:

I would like to attend the U.S. Department of Energy (DOE) virtual Energy Exchange, August 2-6. The focus of this year’s training event is Connecting the Future, embracing the opportunity to make federal facilities – and indeed all installations, campuses, and buildings – resilient, efficient, sustainable, and secure. Energy Exchange 2021 brings leaders from across the federal energy and water management community to identify and leverage new and emerging technologies, best practices, lessons learned and procurement pathways to meet our ambitious climate goals and ensure our ability to support continuous mission operations.

Hosted and developed by the Federal Energy Management Program (FEMP), the goal of the Energy Exchange 2021 is to demonstrate the Federal government leading by example to combat the climate crisis. The Energy Exchange offers access to accredited training led by recognized industry and government professionals.

This training event supports the implementation of the Energy Act of 2020, Executive Order 140008, Federal Buildings Personnel Training Act, and the National Defense Authorization Act. Energy Exchange provides the opportunity for accredited continuous learning credits that help deepen and sharpen my professional skills. 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 2021 training focus areas include: Optimized and Efficient Federal Facilities; Sustainable and Climate Resilient Buildings and Infrastructure; Deploying New and Emerging Technology; Financing and Implementing Federal Energy and Water Projects; and Future-Focused Facilities.

Energy Exchange 2021 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 hear from senior leaders across the federal government and access a virtual technology pavilion and trade show that demonstrates cutting edge resilient, efficient, sustainable, and secure technologies.

This event provides our [Agency/Organization] with one of the most cost-effective ways to attend accredited training, interactive panel sessions, and opportunities to partner with DOE and other Federal Agencies. I appreciate your consideration and would be happy to discuss this further.

Thank you,

*<Insert your name here>*