## Sample Outreach Email to Stakeholders

## Write a custom email to send out to your stakeholders.

**To:**

**Subject:** Energy Conservation Campaign

Our organization is looking to save xx% energy by 20xx, and I need your help. Space heaters can consume significant amounts of electricity and are potential fire hazards. They draw anywhere from 800 to 1,500 watts. That’s like running a hair dryer under your desk.

I’m looking to discuss with you the potential to implement a campaign that would raise awareness about how we can help to address occupancy comfort issues in your office. The procedure would involve informing your staff that work orders can be submitted online from those who are having issues with temperatures in their work space. This procedure would help address occupancy comfort and hopefully increase staff productivity. We propose working with our Facilities Operator, you, and other representatives in the building to:

* Inspire staff to participate in energy saving actions
* Contribute to our organization’s environmental and sustainability goals
* Demonstrate leadership in sustainability and the opportunity to share our successes with other public sector organizations
* And most importantly, save electricity.

Please let me know when you would be available for a kick off meeting.