### Company Logo/Letterhead

Date

**Mr./Ms. \_\_\_\_\_\_\_\_\_**

Director

Energy Utilization Management Bureau

Department of Energy

Energy Center, Rizal Drive, Bonifacio Global City

Taguig City

Dear **Mr./Ms. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:**

We would like to express our intent for our energy efficiency project to be endorsed to the Board of Investment (BOI) for fiscal incentives granted under E.O 226, BOI MC 2021-001 and RA 11285.

Our project is on the (state the EE project activity and location, ex. air-con retrofitting of the entire ABC building on 123 ABC Street, Makati City). In this regard, we would like to submit the following application requirements under Department Circular No. DC2020- (put here the DC number of this circular later on):

|  |  |  |
| --- | --- | --- |
| Project | | |
| Self-financed Projects | TPPD/Project SPV | ESCO Initiated Projects |
| Application letter indicating the intent to avail for BOI incentives | | Application letter indicating the intent to avail for BOI incentives |
| Application Form | | Copy of DOE issued Certificate of Registered ESCO or Certified ESCO |
| Certified True Copies of the Documents on Corporate Personality | | Copy of Energy Audit Report duly signed by a Registered or Certified Energy Auditor |
| Copy of Energy Audit Report duly signed by a Registered or Certified Energy Auditor | | Project Profile |
| Project Profile | | Copy of Project Contract or Energy Saving Performance Guarantee Contract |
| Others: Specify | | Others: Specify |

For any queries regarding this application, please do not hesitate to contact Mr./Ms. \_\_\_\_\_ at our telephone no. 1234-5678 or email address at sample@sample.com.

Thank you and best regards.

Sincerely yours,

(signature)

**Juan Dela Cruz**

Position