**Letter of Request for IGA – Template**

The Letter of Request for an IGA is written to request a detailed study of the ECMs selected by the agency that were identified in the PA.

The UESC process often differs project to project, and agencies with a current detailed site assessment may opt to begin the UESC project development process with an IGA.

**Letter of Request for IGA  
Template**

*Date*

*Name of Utility*

Attn.: *Name of POC*

*Address*

Dear *Name of POC,*

The *Agency* is planning to develop ECPs and award contracts pursuant to the terms and conditions of GSA AWC *GS-XXX-XX-XXX-XXXX*. The Government requests that *Utility* accomplish an Investment Grade Audit (IGA) for the ECMs identified in the PA report provided by your company and selected by the *Agency* for a potential Utility Energy Service Contract (UESC), *reference the PA report site/date submitted*. This is a request for a proposal to this office of the associated costs to complete the IGA. Do not proceed with the IGA until directed by the Government. The following scope applies.

Scope: Provide an IGA of the energy conservations measures selected by *Agency* from the list of recommended ECMs detailed in the PA provided on *date* by *Utility*.

Services: provide an in-depth technical and economic analysis of each ECM listed in Table 1 including consumption baseline, a LCC analysis, and project financing.

This letter is only a request for an IGA proposal and does not constitute authorization to proceed with the work. All contractual correspondence shall be directed to *Name of CO* at *Phone # / email address*. Please contact *Name of Engineer* at *Phone #/ email* address for technical information with a copy to the CO.

Sincerely,

*Name*

*Title*