

## GREENHOUSE GAS DATA REQUEST SAMPLE EMAIL

Below provides a sample email example to serve as a starting point when asking for relevant greenhouse gas data. Please tailor as needed. It's recommended to accompany the email with a document similar to the "Greenhouse Gas Inventory Fact Sheet" to provide additional context.

**Yellow:** insert information

**Green:** examples and explanations

**Subject line:** Emissions Data Requested

Hello [contact name],

My name is [name] and I work in the [Office/Department name]. We are in the midst of measuring the institution's [year] greenhouse gas emissions (for more information, please check out the attached factsheet). This inventory will help us understand and report on [institution's] environmental impact; it will also help [institution] set new, relevant sustainability goals.

In order to complete the inventory, we require information on [emitting activity] (natural gas, electricity, waste etc.) for the [year] calendar year. This will likely include: [elaborate on metrics and units], (such as litres of gasoline, lbs or tonnes of waste, kWh of electricity consumption etc.). [This is important because it will help us to] (set relevant emissions reductions targets/ help the institution become more resilient and sustainable/ help prioritize our institutions most effective projects etc, provide context for the ask)

**Would you be able to get this information to me by [day, date] (approximately 1 month)?**

Your help is very much appreciated. If you have any questions please feel free to give me a call or email.

If you're not the best person to contact, would you be able to point me in the direction of the individual who would have this information?

Thanks for your help, have a great day,

NAME

Title

College

Contact Information