



CreateEnergy.org

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MEMORANDUM

DATE: *(Provide date of submission)*

TO: *(Use your Instructor's Name here)*

COMPANY: *(Use a company name or schools' name - whatever works for you)*

FROM: Your Name *(Include your name here)*

CC: *(This is optional – include any entity you may want or leave blank)*

RE: Assignment 1 Utility Data Analysis and ECI and EUI Calculation

Provide a statement that summarizes the memo intent

Insert a copy of your completed Excel Spreadsheet. Include your calculations in written format, conversion factors and summary of results.

Note: This does not need to be lengthy or wordy. The intent is for you to show the reader what analysis you made and how you achieved your results.

- End of Memorandum-