

Facilities carbon emission data and solarisation permission templates

Letter templates to support carbon emissions data collection and to obtain solarisation permission by landlords, neighbours, and/or service providers

When calculating an organisation's carbon footprint, obtaining correct data is critical. At times, organisations struggle in knowing who to ask for what type of data and what information to request exactly (e.g., data format).

In addition, when making sustainability upgrades to facilities (e.g., insulation or solarisation) such as warehouses or guesthouses, obtaining buy-in or permission from landlord, neighbours, and/or o-owners is an essential step. Asking with the right information at hand and requesting the correct type of permission can be crucial to ensuring sustainability upgrades go smoothly.

The below templates are adapted from organisations¹ (and/or created by the WREC Coalition) that have successfully used them to obtain necessary information and/or approval. They can be used for

- Energy data collection.
- Travel data collection.
- Solarisation (rented or owned facilities).
- Insulation (rented or owned facilities).

Obtaining data/information

Who to send to	What purpose	When to use	Text
Landlord	Obtaining energy data	If you share facilities (e.g., warehouses),	Dear Landlord,

¹The Logistics Cluster would like to acknowledge the contributions from WFP and NRC for sharing relevant information to make this publication possible.

	(electricity, fuel)	<p>and don't receive your own utility bills</p> <p>If your rent includes a fixed amount for 'utilities,' or 'service charges'</p> <p>Any other circumstance where your landlord, not you, receives bills for electricity, generator fuel or other building fuels</p>	<p><i>[Insert name of organisation]</i> has put in place a decarbonisation target of 50% emission reduction by 2030 <i>[adjust as needed]</i>. To achieve this, we are measuring our greenhouse gas emissions along our supply chain to understand where we need to improve.</p> <p><i>[Insert name of organisation]</i> is currently calculating its greenhouse gas footprint for the calendar year [insert year].</p> <p>As part of this initiative, we are asking all landlords/building managers to provide the following information, for the period <i>[insert relevant period]</i> (or the nearest available billing dates):</p> <ul style="list-style-type: none"> • Purchased Electricity: in kilowatt hours (kWh) • Heating fuels, by type (for example natural gas, heating oil, district heating). • Details of air conditioning systems installed in the building, and the type of refrigerant gas used. <p>Where <i>[Insert name of organisation]</i> occupies only part of a building, please also confirm our 'percentage share' of the total floor area. If floor area data is not available, or if you use some other method to calculate our share of the energy bills, please provide this information instead.</p> <p>Please note we require this by <i>[insert deadline]</i>.</p> <p>We will regularly update our carbon footprint, therefore please provide this information biannually by <i>[insert relevant months]</i>, going forward.</p> <p>I look forward to your favourable response and thank you for your assistance in helping us achieve our decarbonisation target.</p> <p>Yours sincerely</p>
Maintenance staff or contractor/ Landlord (as appropriate)	Obtaining energy data (cooling)	If you require information/data about the number and size of air conditioning units installed in your	<p>Dear <i>[insert name]</i>,</p> <p><i>[Insert name of organisation]</i> has put in place a decarbonisation target of 50% emission reduction by 2030 <i>[adjust as needed]</i>. To achieve this, we are measuring our greenhouse gas emissions along our supply chain to understand where we need to improve.</p>

		<p>owned or rented facilities, and the type of “refrigerant gas” used.</p> <p><i>[Insert name of organisation]</i> is currently calculating its greenhouse gas footprint for the calendar year <i>[insert year]</i>.</p> <p>We are specifically looking into the following equipment which uses refrigerants to maintain a temperature:</p> <p>Equipment types:</p> <ul style="list-style-type: none"> • Individual A/C units: window or split AC systems • Large commercial A/C: a centralized system, common in large facilities where you might have vents in the ceilings or walls, blowing air into the room. • Medium and large commercial refrigeration: these are used for cool storage rooms in warehouses. • Domestic refrigeration: a typical fridge. <p>As part of this initiative, we are asking all maintenance teams to provide the following information, for the period <i>[insert relevant period]</i> (or the nearest available billing dates):</p> <p>For NEW equipment installed in <i>[insert relevant year]</i>:</p> <ul style="list-style-type: none"> • Number and type of units. • Type of refrigerant gas used to ‘charge’ the system (i.e., R-22, HFC-134a). • Whether or not the equipment is inverter-based. <p>For any OLD equipment that has been in use during the relevant period but decommissioned in <i>[insert relevant year]</i>.</p> <ul style="list-style-type: none"> • Number and type of units. • Type of refrigerant gas used to ‘charge’ the system (i.e., R-22, HFC-134a). • Whether or not the equipment is inverter-based. <p>If there are any issues with availability of this information, please let us know at your earliest convenience.</p> <p>Please note we require this by <i>[insert deadline]</i>.</p>
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			<p>We will regularly update our carbon footprint, therefore please provide this information biannually by <i>[insert relevant months]</i>, going forward.</p> <p>Yours sincerely,</p>
Travel agents	To obtain air travel data.	If you do not already automatically receive travel data in the format required (e.g., properly disaggregated).	<p>Dear <i>[insert name of travel agent]</i>,</p> <p><i>[Insert name of organisation]</i> has put in place a decarbonisation target of 50% emission reduction by 2030 <i>[adjust as needed]</i>.</p> <p>To achieve this, we are measuring our greenhouse gas emissions along our supply chain to understand where we need to improve.</p> <p><i>[Insert name of organisation]</i> is currently calculating its greenhouse gas footprint for the calendar year <i>[insert relevant year]</i>. As part of this effort, we also need to calculate greenhouse gas emissions from flying.</p> <p>To do this we require several pieces of information for each flight booked through your agency for the calendar year <i>[insert relevant year]</i>.</p> <ul style="list-style-type: none"> • Departure airport (by name or IATA airport code). • Any stopovers/airports enroute. • Destination airport. • Class of travel (written as either 'business/ economy/first' or using letter codes Y, W, C etc). • Whether the flight is long haul (>3500 km); medium haul (500-3500 km); or short haul (<500 km). <p>If additional information is readily available from your system and can be easily built into any report that you run, we would be grateful if you can also include:</p> <ul style="list-style-type: none"> • Airline/supplier. • Total ticket cost.

			<p>You may have a standard format that you're using already for other clients, so I hope this request is straightforward. But if you have any queries about what is required, please let us know at your earliest convenience.</p> <p>Please note we require this by <i>[insert deadline]</i>.</p> <p>We will regularly update our carbon footprint, therefore please provide this information biannually by <i>[insert relevant months]</i>, going forward.</p> <p>Yours sincerely,</p>
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Installing solar equipment

Who to send to	What purpose	When to use	Text
Landlord	Installing solar equipment.	If you rent facilities (e.g., warehouses) and would like to install solar equipment. Consider sending a message together with any other tenants who share the facilities in question.	<p>Consent request: solar panel installation on <i>[insert type of facility]</i> in <i>[insert address]</i></p> <p>Dear <i>[Name]</i>,</p> <p><i>[Organisation's name]</i> has put in place a decarbonisation target of 50% emission reduction by 2030 <i>[adjust as needed]</i>. To achieve this, we are measuring our greenhouse gas emissions along our supply chain to understand where we need to improve.</p> <p>Our latest emissions calculations show that energy consumption and associated emissions have increased/are significant <i>[choose one as applicable]</i>. Our <i>[energy audit/needs assessment/hotspot analysis – insert relevant term as appropriate]</i> demonstrates that installing solar equipment could address this and cover an important share of our power consumption. Solarisation would also improve our energy security during power cuts and decrease air and noise pollution caused by generators <i>[remove if not applicable]</i>.</p> <p>We, <i>[Organisation's name]</i>, request your consent to supply and install a Solar Photovoltaic (PV) System on <i>[insert location, e.g., warehouse roof]</i>. This initiative supports our sustainability goals and ensures energy cost savings.</p>

			<p>Key Installation Details:</p> <ul style="list-style-type: none"> • System Size: [insert the proposed unit size] • Maintenance: <i>[Organisation's name]</i> will handle ongoing maintenance. • Insurance: The system will be adequately insured. • Lease Termination: The system remains the property of [organisation name]. <i>[Organisation's name]</i> will either remove the system and restore the roof or discuss a transfer of ownership. <p>The installation will adhere to building codes, safety regulations, and minimize impact on the structure. We are available to provide detailed technical information or address any concerns you may have.</p> <p>Please provide written consent below to proceed.</p> <p>Thank you for your cooperation.</p> <p>Sincerely, [Name, organisation]</p> <p>Landlord Consent</p> <p>I, _____, acknowledge receipt of this letter and grant my consent for <i>[Organisation's name]</i> to install a Solar Photovoltaic (PV) system at the premises, with the understanding that [organisation's name] will remove the system or negotiate ownership transfer at lease termination.</p> <p>Name: _____ Signature: _____ Date: _____</p>
Other tenants/owners/neighbours (as appropriate)	Installing solar equipment.	If you share facilities (e.g., warehouses) and need to coordinate with other tenants and/or owners (in case of shared ownership) and/or	<p>Dear neighbours/co-owners/co-tenants <i>[remove as applicable]</i>,</p> <p><i>[Organisation's name]</i> has put in place a decarbonisation target of 50% emission reduction by 2030 <i>[adjust as needed]</i>. To achieve this, we are measuring our greenhouse gas emissions along our supply chain to understand where we need to improve.</p> <p>Our latest emissions calculations show that energy consumption and associated emissions have increased/are significant <i>[choose one as applicable]</i>. Our <i>[energy</i></p>

		<p>neighbours for installing solar equipment on the facility.</p>	<p><i>audit/needs assessment/hotspot analysis – insert relevant term as appropriate</i> demonstrates that installing solar equipment could address this and cover an important share of our power consumption. Solarisation would also improve our energy security vis-à-vis power cuts and decrease air and noise pollution caused by generators <i>[remove if not applicable]</i>.</p> <p>Solarising our facility jointly will benefit all of us, and sharing costs will make this option more affordable for everyone. We would therefore like to ask you to join in our efforts.</p> <p>Other organisations that have installed solar panels on their facilities were able to significantly reduce their energy bills, and energy-related emissions. For example, thanks to solarising their offices, the Danish Refugee Council in Afghanistan saves over 86 metric tons CO2/year (this equals planting ~930 trees), and over US\$ 15,000/year. Return on investment for solarising their main office was just 31 months. Concern worldwide solarised their <i>rented</i> office in Bangladesh and annually saves US\$ 2,800.</p> <p><i>[In case you jointly OWN the facility in question]</i> If we jointly solarise our facility, costs and power generated will be shared/distributed on a pro-rata basis, and we will jointly select a company to undertake the solarisation works <i>[adjust as needed]</i>.</p> <p><i>[In case you jointly RENT the facility in question]</i> If we jointly solarise our facility, we propose sending a letter to our landlord together, asking them to grant us permission to solarise our <i>[facility]</i>.</p> <p><i>[Select option as relevant; delete or adjust that one that is not relevant²]</i></p> <p>Option 1 <i>[Organisation's name]</i> would retain sole ownership of equipment. Since all tenants will benefit from the solar energy provided, we propose splitting installation costs or maintenance contracts. Precise modalities would be discussed during a kick-off meeting.</p>
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² Co-ownership of assets will depend on donor rules, funding source, and in all cases should be agreed in writing between parties prior to any purchase.

			<p>Option 2: We would jointly retain ownership over any solar equipment installed such that if the tenancy were to end, we would discuss transfer of ownership, or deinstall the solar equipment.</p> <p>We look forward to your favourable response and thank you for your assistance in helping us achieve our decarbonisation target.</p> <p>Yours sincerely,</p>
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Insulating facilities

Who to send to	What purpose	When to use	Text
Landlord	When considering insulating facilities	If you rent facilities (e.g., warehouses) and would like to see them better insulated to reduce your utility bills and emissions. Consider sending a message together with any other tenants who share the facilities in question.	<p>Dear Landlord,</p> <p><i>[Insert name of organisation]</i> has put in place a decarbonisation target of 50% emission reduction by 2030 <i>[adjust as needed]</i>. To achieve this, we are measuring our greenhouse gas emissions along our supply chain to understand where we need to improve.</p> <p>Our latest emissions calculations show that energy consumption and associated emissions have increased/are significant <i>[choose one as applicable]</i>, and our <i>[energy audit/needs assessment/hotspot analysis – insert relevant term as appropriate]</i> demonstrates that insulating our facilities would be an effective way to reduce our energy use and associated emissions.</p> <p>As reliable tenants over <i>[insert number of years you've been a tenant]</i>, we would like to ask you to help us in our sustainability efforts and at the same time increase your facilities' value³ by insulating outward-facing walls, roof, and upgrading windows, for example with cellulose wadding, rock wool, or using local insulation material, e.g., clay or straw <i>[deleted or add as appropriate]</i>. The latter can be a cost-effective and impactful solution which we would encourage you to explore.</p>

³ When making an insulation request, ensure that your lease terms are not negatively impacted, e.g., that the landlord does not request an increase in rent.

			<p>Other organisations that have insulated their facilities such as ICRC in Niger, where able to significantly reduce their energy consumption, reducing e.g., air conditioners from 15 to 2, thereby saving energy, costs, and emissions.</p> <p>We look forward to your favourable response and thank you for your assistance in helping us achieve our decarbonisation target.</p> <p>Yours sincerely,</p>
Other tenants/owners/ neighbours (as appropriate)	When considering insulating facilities	If you share facilities (e.g., warehouses) and need to coordinate with other tenants and/or owners (in case of shared ownership) and/or neighbours for insulating the entire facility (rather than just your share).	<p>Dear neighbours/co-owners/co-tenants <i>[remove as applicable]</i>,</p> <p><i>[Insert name of organisation]</i> has put in place a decarbonisation target of 50% emission reduction by 2030 <i>[adjust as needed]</i>. To achieve this, we are measuring our greenhouse gas emissions along our supply chain to understand where we need to improve.</p> <p>Our latest emissions calculations show that energy consumption and associated emissions have increased/are significant <i>[choose one as applicable]</i>, and our <i>[energy audit/needs assessment/hotspot analysis – insert relevant term as appropriate]</i> demonstrates that insulating our facilities would be an effective way to reduce our energy use and associated emissions.</p> <p>Insulating our facility jointly will benefit all of us, with lower energy bills and better thermal comfort, and sharing costs will make this option more affordable for everyone. We would therefore like to ask you to join in our efforts. Using local insulation material e.g., clay or straw <i>[deleted or add as appropriate]</i> can be a cost-effective and impactful solution which we would encourage you to explore.</p> <p>Other organisations that have insulated their facilities such as ICRC in Niger, where able to dramatically reduce their energy consumption, reducing e.g., air conditioners from 15 to 2, thereby saving energy, costs, and emissions.</p> <p>We look forward to your favourable response and thank you for your assistance in helping us achieve our decarbonisation target.</p> <p>Yours sincerely,</p>