

<Insert Company letterhead>

<Insert Date>

Subject: European Cool Roofs Council Random Testing Compliance

Dear <enter name here>,

To meet industry demands, <insert your company here> has pursued European Cool Roofs Council (ECRC) ratings program for some of the products we manufacture. In particular, the following <insert your company here> products have been ECRC-rated: <insert product brand/model name(s)>. As part of the ECRC's Product Rating Program (Section 5.2), roofing manufacturers and product sellers must comply with the ECRC's Random Testing Program. ECRC rated products are chosen at random for retesting to verify that their lab-tested values are what is being sold to market.

Your company has been designated as a contractor, distributor or customers that the ECRC may contact for the collection of random samples for retesting. If one of our products is selected for random testing, a ECRC staff person will contact you for a sample. Please be cooperative and provide a sample of the product. <Insert company here> will be happy to reimburse any costs incurred on your behalf.

<Insert your company here> requests your participation in this process. We would greatly appreciate your timely cooperation.

If you have any questions about your role, or if I can be of further assistance, you may contact me at <insert phone number and e-mail address>. I will be happy to assist you.

Sincerely,

<Insert your name>