[day] [month] 2021

«Tenant\_Name»

«House\_No» «Street»

«Suburb» NSW «Postcode»

Dear «Tenant\_Name»

**Your new solar system!**

CHP Name is installing a new solar system at your property at no cost to you. CHP Name is funding a solar system to help you reduce your electricity costs throughout the year.

The installation of your solar system will be installed from/on [insert date] to [insert date].

The contractor, [insert contractor name], will contact you to make an appointment to install your new system. The contractor may also trim or remove trees that shade your new solar system. Optional: It is important that you are home to allow these works to be conducted.

To access the free solar energy, you need to help us by getting your meter upgraded to a smart meter. Contact your energy provider and tell them you have a solar system. They will arrange for a smart meter to be installed.

Things you should ask:

* who will install the meter?
* when they will come to install the meter
* what are the costs or changes to your electricity contract?

The meter must be installed within 15 business days or a date you agree to.

For more information on your solar and meter upgrade, see the solar guide we’ve provided you. There is also a flyer that will give you some tips to save energy and money around your home.

If you have any questions about the installation of your solar system, please contact <INSERT CHP CONTACT>.

Yours sincerely

**<insert CHP Manager>**

**<Job Title>**

**<CHP Name>**