# EV charging request to owner - letter template

[Name]

[Address]

[City, post code]

SP [number]

[Date]

Dear [Owner or facilities manager],

Our business owns / is purchasing an electric vehicle/s (EV) and is investigating charging options.

Could you please advise whether you have installed, or have plans to install, EV charging capability for the use of business, employees and/or customers? If so, could you please provide information about the current or proposed system, including project plan timing, technical specifications and type of billing system.

If there are no plans for an EV charging solution, could you please advise what documentation is required to obtain approval to install EV charging infrastructure in my own parking space [space details] or in a suitable shared space, for example [space details].

I welcome the opportunity to put forward a proposal to discuss our options for current and future EV owners at your convenience. More information on the type of approaches that can be taken to install EV charging infrastructure can be found at energy.nsw.gov.au/electric-vehicles.

Please contact me if you have any questions or require additional information.

Thank you for your time in considering this request. I look forward to hearing

back from you on this matter soon.

Sincerely,

[Name]

[Email, phone contact]