**Sample Letter Template** (Edit as you like)

--------------------------------------------------------------

**Date:**

**Inside Address:** (Usually Site Management Company Representative you have established relationship with or HOA – or cc HOA or send to both whatever suits your situation)

**Dear** (add name(s) of point person from above):

Thank you for discussing your property's electric vehicle charging opportunities with us, as we mentioned, with the increasing number of plug-in electric vehicles on California’s roads, residents of [insert community name] have been discussing the benefits of adding electric vehicle charging stations as an amenity for this community.

To help support this, we have taken a survey of the residents to get a better sense of the interest in PEVs. The survey results gave us the following feedback:[present your information in any format that works best for you; straight numbers and the responses in percentages/numbers for each question, or a narrative touching on the major information gained from the survey with an offer to share the detailed survey results].

Based on this feedback, we would like to respectfully submit a request to begin an evaluation of how to best add vehicle charging services to our community. There are a variety of technology and business models available. The California PEV Collaborative offers an orientation guide to multi-unit dwelling charging, sample documents and case studies at www.pevcollaborative.org/mud. The PEV Resource Center also offers information on plug-in electric vehicles, rebates and charging technologies at www.DriveClean.ca.gov/pev and Plug In America offersinformation for the average consumer on different charging technologies at http://www.pluginamerica.org.

Please let us know if we can offer you any support going forward to advance this request and identify resources to answer any questions that may come up. Thank you for your attention, and we look forward to working with you on this in the future.

Sincerely,

(Name of your coordinating Committee and its members)