**Workplace Charging Workshop Speaker Template Outreach Letter**

Dear [EMPLOYER CONTACT NAME],

I am writing to you on behalf of [ORGANIZATION NAME and LINK], we have a shared interest with others in our community to increase economic and environmental sustainability, both locally and nationwide. Your organization’s previous sustainability efforts, such as [SPECIFIC EXAMPLE] demonstrate that your organization is invested in reducing your carbon footprint and reducing your reliance on fossil fuels. Increasingly, plug-in electric vehicles (PEVs) are an essential part of the solution. [ORGANIZATION NAME] is working with the Department of Energy (DOE) to organize a workplace charging workshop in [CITY, STATE] and would like to discuss with you the possibility of [EMPLOYER NAME] speaking at this event on [DATE].

The [Workplace Charging Challenge](http://energy.gov/eere/vehicles/ev-everywhere-workplace-charging-challenge) aims to partner with 500 U.S. employers offering workplace charging by 2018. Launched in 2013, over 230 employers have already pledged to not only provide PEV charging access to their workforce, but also to share their best practices with other employers through a nationwide network. Through the Challenge, DOE provides employers with technical assistance and recognition for their success. DOE works with organizations like [ORGANIZATION NAME] to promote and support workplace charging at the regional level and the workshop that we are planning for [CITY] will help us achieve this objective.

As an early adopter of workplace charging, your organization is a community leader in sustainability. By speaking at the workplace charging workshop on [DATE], [EMPLOYER NAME] can:

* + Bring attention to [EMPLOYER NAME’s] workplace charging commitment at the local and regional levels;
	+ Position [EMPLOYER NAME] as a leading employer using sustainable practices, including providing workplace charging to its employees; and
	+ Use a workshop platform to educate [CITY] corporate real estate, sustainability and facilities professionals on the benefits of workplace charging and how to work through the challenges of establishing a workplace charging program at their facility.

We plan to have [# OF ATTENDEES] people attend including presenters. Attendees would include other [CITY] businesses (both large and small), as well as municipalities and state agencies that are considering workplace charging.

Thank you for your time and consideration and I look forward to hearing from you soon.

Sincerely,

[ORGANIZATION CONTACT NAME]

[ORGANIZATION NAME]