**Workplace Charging Workshop Host Template Outreach Letter**

Dear [NAME],

I am writing to you on behalf of [ORGANIZATION NAME], 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] hosting 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.

By partnering with us to host 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 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 hope to have [# OF ATTENDEES] people attend the event, including presenters. Attendees will include other [CITY] businesses (both large and small), as well as municipalities and state agencies that are considering workplace charging. As the host, we would turn to [EMPLOYER NAME] for welcoming remarks, participation in an experience-sharing panel and the opportunity to show off your charging stations to attendees and press if you are interested. [OPTIONAL] I would also like to discuss the potential opportunity for us to conduct a PEV ride-and-drive for attendees at your facility.

I would like to follow up this email with a phone call to discuss the workshop in more detail, including potential [CITY/STATE LEADER] participation and sponsorship opportunities.

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

Sincerely,

[ORGANIZATION CONTACT NAME]

[ORGANIZATION NAME]