**[Resident Name]**   
**[Street Address]**   
**[City, State Zip Code]**

**[Date]**

**[HOA Board or Management Name]**   
**[Street Address]**   
**[City, State Zip Code]**

Dear **[HOA Board]**,

Over the last few years, there has been a dramatic increase in the number of fully electric and plug-in electric hybrid vehicles sold in the United States.  Nearly every major automotive company in the world is selling a plug-in vehicle. I am in the process of purchasing an electric vehicle, and would like to request permission to install charging equipment.

With approval from **[HOA Board or Management Name],** I would like to have a licensed and bonded electrical contractor draft an installation plan and determine the cost of charging at my parking location, at my own expense. Given an estimated delivery date of **[number to number]** weeks from now for my new electric vehicle, I am asking that the board prioritize this request.

The market for electric vehicles is rapidly expanding and now is the best time to begin planning for the increasing demand for access to charging equipment. The ability to provide charging as an amenity will also attract and retain highly valued, eco-conscious residents.  Additionally, more electric vehicles in our parking structure will reduce emissions and improve overall air quality.

To assist in the planning of this installation, I am willing to help in any way possible. I will coordinate all appointments with the electrician and building maintenance as needed.

Please let me know if you or I need any more information before we proceed.

Thank you for your time in considering this request. I look forward to hearing back from you on this matter in the coming weeks.

Sincerely,

**[Resident Name]**