The letter template below should be used in cases where an individual has been allocated a

**company car**, or if they have a vehicle as part of a **salary sacrifice scheme**. This letter is required in order to obtain the £350 OLEV Grant funding. If you have any queries, please contact ChargedEV on 0330 043 1851.

# THIS DOCUMENT MUST NOT BE MODIFIED AND HIGHLIGHTED FIELDS ARE MANDATORY

**[date]**

Dear Sirs,

Please accept this letter as confirmation that **[Vehicle Registration Number (VRN) OR expected delivery date AND Vehicle Order Number if on order]** is **kept/leased** by **[employer name].**

**[Driver name]** who resides at **[driver address]** has been allocated as the primary use driver by **[employer name].**

**[Driver name]** is becoming the primary user from **[Start date]** to **[Finish date]**.

**[Driver name]** intends to claim for a domestic ChargePoint under the Electric Vehicle Homecharge Scheme. The electric vehicle is a **[make and model].**

I understand that this vehicle cannot be used by another employee to claim for a second domestic charge- point within six months of **[Driver name]** becoming the primary user.

If you need any further assistance please contact us on **[direct phone number of signatory]** and we will be happy to help.

Please provide **one** of the four pieces of evidence requested in the boxes below in support of this letter.

|  |  |
| --- | --- |
| **Company Registration Number** |  |
| **VAT Number** |  |
| **Evidence of the Business’ HMRC Registration (enter Unique Tax Reference UTR to the left and attach document from HMRC showing UTR)** |  |
| If this letter has been filled out and signed by a **Fleet Management Company**, please **tick** to con- firm your have been given prior permission to sign on the **Employers** behalf. | **Please tick:** | **Name of Employer (e.g. Lloyds Bank) you are signing on behalf of:** |

Yours sincerely, **[Signature] [Print Name]**

# [Position of Signatory]

This letter on company letter headed paper and signed by a senior member of the company with financial or fleet responsibility such as a company Director, fleet manager or finance director.