[date]

Dear Sir/Madam,

Please accept this letter as confirmation that [vehicle registration number, or vehicle make and model if on order] is kept by [company].

[Driver name] who resides at [driver address] has been allocated as the primary use driver by [company] for the above vehicle for a minimum of 6 months. [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 driver to claim for a second domestic chargepoint within 6 months of [Driver name] becoming the primary user.

If you need any further assistance contact us on [contact details] and we will be happy to help.

Company registration number:

VAT number:

Evidence of the company’s HMRC registration (tick and attach):

Start date, and term, of the lease (if applicable):

Yours sincerely,

[Signature]

[Print name of signatory]

[Position of signatory in company]