[day] [month] 2021

«Tenant\_Name»

«House\_No» «Street»

«Suburb» NSW «Postcode»

Dear «Tenant\_Name»

**Your new property upgrades!**

CHP Name is installing new [insert upgrade(s)] at your property which will be installed at no cost to you. CHP Name is funding the [insert upgrade(s)] to help you reduce your electricity costs throughout the year.

The installation of your [insert upgrade(s)] will be installed from/on [insert date] to [insert date].

The contractor, [insert contractor name], will contact you to make an appointment to install the [insert technology] system.

For more information about how to save energy and money around your home, see the flyer we’ve provided.

If you have any questions about the installation of your [insert upgrade(s)] system, please contact <INSERT CHP CONTACT>.

Yours sincerely

**<insert CHP Manager>**

**<Job Title>**

**<CHP Name>**