[Applicant Address]

Department for Transport

Great Minster House,
Horseferry Road,
London

To whom it may concern,

Re: Letter of Intent to Order an Eligible Battery Electric Vehicle

We are writing to formally declare my intent to order at least one eligible battery electric vehicle upon the communication of an eligible grant award decision. This commitment is made with the understanding that the order will be placed with the intent to receive the vehicle the close of the Depot Charging Scheme funding window dated 31st of March 2026.

[Organisation Name] understands that this declaration is a prerequisite for the grant application process and we are prepared to comply with the terms and conditions set forth by the sample Grant Funding Agreement.

Yours sincerely,

[Authorised contact]

[Organisation Name]