

Template letter: Requesting an energy efficient upgrade

Use the template email below by copying and pasting it. Make sure to replace all text in [square brackets] with your own information.

Dear [Landlord's Name/Property Manager],

I hope you're doing well.

I'm writing to ask whether you would consider making an energy efficiency upgrade to my rental home. I believe improvements such as *[insert requested upgrade, e.g. insulation, draught sealing, block-out curtains, a more efficient hot water system, heating or cooling, rooftop solar, or an energy-efficient appliance]* would make the home more comfortable, affordable to run and energy efficient.

Energy efficiency upgrades can help reduce electricity *[and/or gas]* bills, improve comfort throughout the year and make the property more appealing to future tenants. They also increase resale value, support compliance with potential future energy efficiency rental standards and reduce maintenance costs by replacing ageing or inefficient features.

I understand that upgrading appliances is an investment, but I believe it would provide long-term benefits for myself/ future tenants and the property. If upgrades aren't possible now, please consider energy efficient alternatives when *[insert asset]* next needs replacing.

I've included some information about this type of upgrade below, which outlines the potential benefits and any relevant government guidance or incentives that may be available. *[insert the link of your relevant upgrade from this government website <https://www.energy.nsw.gov.au/households/upgrades>]*

Thank you for considering my request. I appreciate your time and look forward to hearing from you.

Kind regards,

[Your Name]

[Property Address]



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Example letter: Request for an energy efficient washing machine

Dear [*Landlord's Name/Property Manager*],

I hope you're doing well.

I'm writing to ask if you would consider replacing the current washing machine at my rental property with a modern, energy-efficient model when it next needs replacing, or sooner if possible.

An energy-efficient washing machine would help reduce electricity and water use, making it more affordable to run while also lowering the property's environmental impact. It could also make the property more attractive to future tenants, increase resale value, and reduce ongoing maintenance costs by replacing an older appliance with a newer, more reliable model.

I understand that upgrading appliances is an investment, but I believe it would provide long-term benefits for both your tenants and the property.

The NSW Government has a helpful guide to choosing an energy-efficient washing machine, including information on energy ratings and running costs:

<https://www.energy.nsw.gov.au/households/upgrades/washing-machines>

Thank you for considering my request. I appreciate your time and look forward to hearing from you.

Kind regards,

[*Your Name*]

[*Property Address*]



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