

Date: [Insert Date]

To: All Tenants of [Insert Property Name]

Subject: Announcement: New Electric Vehicle (EV) Charging Stations

Dear Tenants,

We are pleased to announce the installation of new Electric Vehicle (EV) Charging Stations at [Insert Property Name]. As part of our commitment to sustainability and providing modern amenities, these stations are now available for use.

Location:

The charging stations are located at [Insert Specific Location, e.g., Parking Level P1, North Lot].

Station Details:

- Number of Stations: [Insert Number]
- Charger Type: [Insert Type, e.g., Level 2]
- Network Provider: [Insert Provider Name, e.g., ChargePoint, Flo]

Access and Usage:

To use the stations, you will need to [Insert Access Instructions, e.g., download the app / use a key fob]. Please note that these spots are reserved strictly for vehicles that are actively charging.

Fees and Time Limits:

[Insert details regarding cost, e.g., \$X per hour, or free for the first two hours]. To ensure all tenants have access, we kindly ask that you move your vehicle once the charging session is complete.

We hope this new feature enhances your experience at [Insert Property Name]. If you have any questions regarding the setup or operation of the chargers, please contact the Management Office at [Insert Phone Number/Email].

Sincerely,

[Your Name/Company Name]
Property Management
[Insert Contact Information]