

[Date]

[Property Owner/Manager Name]

[Company Name]

[Address]

[City, State, Zip Code]

Subject: Notification of Completed Electric Vehicle Charging Station Installation

Dear [Recipient Name],

We are pleased to inform you that the installation of the Electric Vehicle (EV) charging station(s) at [Property Name/Address] is now complete and the unit(s) are ready for use.

Installation Details:

- Location: [Specific Location, e.g., Parking Stall #45]
- Equipment Type: [e.g., Level 2 Charger / Brand Name]
- Number of Ports: [Number]
- Completion Date: [Date]

All safety inspections have been passed and the system has been tested for functionality. User instructions and access guidelines are attached to this letter for your reference.

If you have any questions regarding the operation of the station or require technical support, please contact [Contact Name] at [Phone Number] or [Email Address].

Thank you for your cooperation during this project.

Sincerely,

[Your Name]

[Your Title]

[Your Company]