

[Date]

To: All Residents/Employees

From: [Management Name/Building Administration]

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

Dear [Name/Resident/Employee],

We are pleased to announce the successful installation of new Electric Vehicle (EV) charging stations at [Location/Parking Level]. These stations are now available for use effective [Start Date].

Station Locations:

[List specific parking stall numbers or areas]

Fee Structure:

To ensure the sustainability and maintenance of the equipment, the following fees will apply:

- **Connection Fee:** \$[Amount] per session
- **Charging Rate:** \$[Amount] per [kWh/Hour]
- **Idle Fee:** \$[Amount] per minute (applied [Number] minutes after charging is complete)

Usage Guidelines:

- Stations are available on a first-come, first-served basis.
- Charging is restricted to a maximum of [Number] hours per session.
- Vehicles must be moved immediately once charging is complete to avoid idle fees and allow access for others.
- Only plug-in electric vehicles may occupy these designated stalls.

How to Access:

The stations are operated via the [App Name] platform. Please download the app and register your account using your [Company/Resident] email address to begin a session.

If you have any questions regarding the new charging stations or the payment process, please contact [Contact Name/Department] at [Email/Phone Number].

Thank you for supporting our commitment to sustainability.

Best regards,

[Signature]

[Name]

[Title]