

[Date]

[Recipient Name]

[Address]

[City, State, Zip Code]

Subject: Notice of Electric Vehicle (EV) Charging Station Installation and Usage Guidelines

Dear [Resident/Employee/Tenant Name],

We are pleased to announce the installation of new Electric Vehicle (EV) Charging Stations at [Location/Building Name]. These stations are part of our commitment to sustainability and providing modern amenities for our community.

To ensure a fair and efficient experience for all users, please adhere to the following guidelines:

- **Authorized Use:** Charging stations are reserved for plug-in electric vehicles only. Internal combustion engine vehicles are prohibited from parking in these stalls.
- **Time Limits:** To allow access for others, please limit your charging session to a maximum of [Number] hours. Once your vehicle is fully charged, please move it to a standard parking space immediately.
- **Access and Payment:** Access is provided via [App Name/Key Card/Access Code]. The current rate for charging is \$[Amount] per [kWh/Hour].
- **Safety:** Ensure that charging cables are properly stowed after use to prevent tripping hazards or damage to the equipment. Do not use extension cords or modified charging equipment.
- **Maintenance:** If you encounter a malfunctioning station, please report it to [Department/Contact Name] at [Phone Number/Email] immediately.

Please note that failure to comply with these guidelines may result in [Towing/Fines/Loss of Access].

Thank you for your cooperation in keeping our charging infrastructure accessible and functional for everyone.

Sincerely,

[Your Name]

[Your Title]

[Company/Organization Name]