

[Sender Name/Company Name]
[Address]
[City, State, Zip Code]
[Date]

[Recipient Name]
[Recipient Title/Organization]
[Address]
[City, State, Zip Code]

Subject: Notice of Project Commencement: Electric Vehicle Charging Station Installation

Dear [Recipient Name],

This letter serves as formal notification that the installation project for the new Electric Vehicle (EV) Charging Stations at [Location Name/Specific Address] is scheduled to begin on [Start Date].

The project scope includes the following activities:

- Site preparation and electrical infrastructure upgrades.
- Trenching and conduit installation (if applicable).
- Installation of [Number] Level [2/3] Charging Units.
- Final testing, signage, and striping of parking bays.

We anticipate the work will be completed by [Estimated Completion Date]. During this period, certain sections of the parking area may be temporarily cordoned off to ensure the safety of the public and the installation crew. [Mention any specific noise or access disruptions here].

The primary point of contact for this project is [Project Manager Name], who can be reached at [Phone Number] or [Email Address] for any questions regarding the daily operations or site access.

We are excited to bring this sustainable infrastructure to our community and thank you for your cooperation during the installation process.

Sincerely,

[Signature]
[Printed Name]
[Title]