

**Date:** [Insert Date]

**Subject:** Notice: EV Charging Station Installation Schedule and Parking Updates

Dear [Resident/Tenant/Employee Name],

We are pleased to announce the upcoming installation of Electric Vehicle (EV) charging stations at [Property/Building Name]. This project is part of our commitment to sustainability and providing modern amenities to our community.

**Installation Schedule:**

- **Start Date:** [Insert Date]
- **Estimated Completion:** [Insert Date]
- **Work Hours:** [Insert Hours, e.g., 8:00 AM - 5:00 PM]

**Parking Impacts:**

During the installation period, the following changes to parking will occur:

- **Reserved Area:** [Insert Specific Location/Stall Numbers] will be cordoned off for construction.
- **Relocation:** If your assigned parking space is affected, please use [Insert Alternative Parking Area] during the dates listed above.
- **Access:** Please follow all posted signage and maintain a safe distance from the construction equipment.

**Post-Installation Policy:**

Once installation is complete, the designated stalls will be reserved strictly for EV charging purposes only. Unauthorized non-electric vehicles parked in these stalls may be subject to [Insert Penalty, e.g., towing or fines].

We apologize for any temporary inconvenience this may cause and appreciate your cooperation as we improve our facilities.

Should you have any questions or concerns, please contact [Management Name] at [Phone Number/Email].

Sincerely,

[Your Name/Property Management]

[Company Name]