

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email Address]

[Date]

[HOA Board Name]
[HOA Management Company Name]
[Address]

Subject: Request for Installation of Electric Vehicle Charging Station

Dear Members of the Board,

I am writing to formally request approval for the installation of an Electric Vehicle (EV) Charging Station at my residence located at [Your Address].

As an owner of an electric vehicle, I am seeking to install a Level 2 charging station to ensure safe and efficient charging. I am committed to ensuring that this installation adheres to all community guidelines, local building codes, and safety standards.

Please find the following details regarding the proposed project:

- **Equipment Type:** [Brand and Model of Charger]
- **Location:** [Specific location, e.g., inside garage or designated parking space]
- **Contractor:** [Name of Licensed Electrician/Company]
- **Installation Plan:** [Briefly describe how wiring will be run]

I have attached the technical specifications of the charging unit and the contractor's license/insurance information for your review. I am responsible for all costs associated with the installation, maintenance, and electricity consumption of this unit.

I look forward to your response and am happy to provide any additional information or attend the next board meeting to discuss this request further.

Sincerely,

[Your Signature]

[Your Printed Name]