

Date: [Insert Date]

To: All Leaseholders of [Insert Building/Property Name]

Subject: Notice of Upcoming Electric Vehicle (EV) Charging Station Installation

Dear Leaseholder,

We are writing to inform you that [Management Company/Property Owner Name] will soon begin the installation of Electric Vehicle (EV) charging stations at [Insert Location, e.g., the underground car park/visitor parking area].

This initiative is part of our commitment to improving building amenities and supporting sustainable transport options for all residents.

Installation Details:

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

Impact on Residents:

- **Parking:** Access to certain parking bays may be restricted during the installation period. Please follow the on-site signage.
- **Noise:** There may be minor drilling and construction noise during working hours.
- **Power:** We do not anticipate any interruptions to residential power supply.

Once the installation is complete, we will provide further instructions regarding usage terms, charging rates, and how to access the stations via the [Insert App Name/Key Card System].

If you have any questions or concerns regarding these works, please contact the Management Office at [Insert Phone Number] or [Insert Email Address].

Thank you for your cooperation and patience as we upgrade our facilities.

Sincerely,

[Your Name/Signature]

[Your Title]

[Management Company Name]