

Date: [Insert Date]

Subject: Important Update: New Electric Vehicle (EV) Charging Stations Now Available

Dear Residents,

We are pleased to announce that [Property Name] has officially installed Electric Vehicle (EV) charging stations as a new amenity for our community. This initiative is part of our ongoing commitment to sustainability and providing modern conveniences for our residents.

Location:

The charging stations are located at [Insert Specific Location, e.g., North Parking Garage, Level 1].

Access and Usage:

The stations are managed via the [Insert Name of Charging App, e.g., ChargePoint/Blink] network. To begin using the chargers, please follow these steps:

- Download the [App Name] on your smartphone.
- Create an account and set up your payment method.
- Follow the on-screen instructions at the station to start your session.

Rules and Regulations:

To ensure all residents have fair access to the equipment, please adhere to the following guidelines:

- **Charging Only:** Parking in these spots is strictly reserved for active EV charging.
- **Time Limits:** Once your vehicle is fully charged, please move it to a standard parking space within [Insert Time, e.g., 30 minutes] to allow others to use the station.
- **Idle Fees:** Please be aware that idle fees may apply if the vehicle remains connected after the charging session is complete.

If you have any questions regarding the new stations or need assistance with the app, please contact the management office at [Insert Phone Number] or [Insert Email Address].

Thank you for being a part of our community.

Best regards,

[Your Name/Property Manager Name]
[Property Management Company Name]