

[Date]

[Resident Name]

[Apartment/Unit Number]

[Building Address]

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

Dear Resident,

We are pleased to announce that [Property Management/Building Name] will soon be installing new Electric Vehicle (EV) charging stations on the premises. This initiative is part of our commitment to sustainability and providing modern amenities for our residents.

Installation Details:

- **Start Date:** [Start Date]
- **Estimated Completion:** [End Date]
- **Location:** [Specific Parking Area/Level]

What to Expect During Installation:

- **Parking Access:** Temporary closure of parking spaces [Space Numbers] during work hours.
- **Noise:** Minor construction noise may occur between [Start Time] and [End Time].
- **Contractors:** Authorized personnel from [Company Name] will be on-site to perform the work.

Once installation is complete, we will provide a follow-up notice with instructions on how to register, usage fees, and guidelines for the charging stations.

If you have any questions or concerns regarding the installation process, please contact the Management Office at [Phone Number] or via email at [Email Address].

Thank you for your cooperation and patience as we improve our community.

Sincerely,

[Name/Signature]

[Title/Property Management Team]