

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

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

Dear [Recipient Name],

We are pleased to announce that [Organization/Company Name] will soon be installing new Electric Vehicle (EV) charging stations at [Location/Building Name]. This initiative is part of our commitment to sustainability and providing modern amenities for our [residents/employees/visitors].

Installation Details:

- **Start Date:** [Start Date]
- **Estimated Completion:** [End Date]
- **Location:** [Specific area of the parking lot/garage]
- **Number of Stations:** [Number]

Impact During Construction:

During the installation process, certain parking spaces near the work zone may be temporarily unavailable. Please follow all posted signage and directions from the installation crew. We will make every effort to minimize noise and disruptions during business hours.

Usage Information:

Once the stations are active, specific guidelines regarding usage fees, time limits, and access instructions will be provided via [email/website/handout].

If you have any questions or concerns regarding this project, please contact [Contact Person Name] at [Phone Number] or [Email Address].

Thank you for your cooperation as we work to improve our facility.

Sincerely,

[Your Name]

[Your Title]

[Organization Name]