

Date: [Insert Date]

To: [Resident/Tenant Name]

Unit Number: [Insert Unit Number]

Current Parking Space: [Insert Current Space Number]

Subject: Notice of Assigned Parking Space Reallocation for EV Charging

Dear [Resident/Tenant Name],

This letter is to formally notify you that your assigned parking space is being reallocated. As part of our commitment to supporting sustainable infrastructure, we are installing Electric Vehicle (EV) charging stations in specific areas of the parking facility.

Your current parking space, #[**Insert Current Space Number**], has been designated as an EV-ready stall. Consequently, you are being assigned a new permanent parking space effective [**Insert Effective Date**].

Your New Parking Assignment:

- **New Space Number:** [Insert New Space Number]
- **Location:** [Insert Brief Description, e.g., Level 2, North Row]

Please ensure that your vehicle is moved to the new assigned space by [Insert Time] on [Insert Date]. Vehicles remaining in the old space after this time may be subject to relocation at the owner's expense to allow for the installation of charging equipment.

If you currently own an electric vehicle or are planning to purchase one and wish to retain your current space to utilize the new charging features, please contact the management office immediately at [Insert Phone Number] or [Insert Email Address] to discuss updated lease terms and charging fees.

We appreciate your cooperation and understanding as we upgrade our facilities.

Sincerely,

[Your Name/Property Manager Name]

[Building/Company Name]

[Contact Information]