

**Date:** [Insert Date]

**To:** [Recipient Name/Tenant Name]

**Address:** [Recipient Address/Unit Number]

**Vehicle Information:** [Make/Model/License Plate]

**Subject: Notice of Suspension of Electric Vehicle (EV) Charging Privileges**

Dear [Recipient Name],

This letter serves as formal notification that your privileges to use the electric vehicle charging stations at [Property Name/Location] have been suspended, effective [Start Date of Suspension].

This action is being taken due to a violation of the established EV Charging Station Rules and Regulations. Specifically, the following violation was recorded:

**Violation Details:**

**Date of Violation:** [Date]

**Nature of Violation:** [e.g., Exceeding time limits / Parking without charging / Blocking access / Failure to pay fees / Safety violation]

As per our policy, your charging access will remain suspended until [End Date of Suspension or "Further Notice"]. During this period, you are prohibited from parking in or utilizing any designated EV charging stalls.

If you wish to appeal this decision or discuss this matter further, please contact the management office at [Phone Number] or [Email Address] by [Deadline Date].

Please be advised that further violations may lead to permanent revocation of charging privileges or additional penalties as outlined in your [Lease Agreement/Homeowner Rules].

Thank you for your cooperation in maintaining a fair and efficient charging environment for all users.

Sincerely,

[Your Name/Signature]

[Title/Property Management Name]