

Date: [Insert Date]

To: [Recipient Name/Tenant Name]

Address: [Recipient Address]

Vehicle Make/Model: [Vehicle Info]

License Plate: [Plate Number]

RE: NOTICE OF ELECTRIC VEHICLE (EV) CHARGING STATION EQUIPMENT MISUSE

Dear [Recipient Name],

This letter serves as a formal notice regarding a violation of the charging station usage policies at [Property Name/Location]. On [Date] at approximately [Time], equipment misuse was documented involving your vehicle at charging station ID: [Station ID].

Nature of Violation:

- ☐ Use of unauthorized adapters or third-party extensions.
- ☐ Forcing connectors or improper handling of charging cables.
- ☐ Tampering with station hardware or software.
- ☐ Failure to properly stow cables after use, creating a safety hazard.
- ☐ [Other: Specify Detail]

Our records and/or surveillance indicate that this action has resulted in [Potential Damage / Safety Risk / Operational Downtime].

Required Action:

Please cease all improper use of the equipment immediately. You are required to follow the posted "Rules of Use" and manufacturer guidelines for the charging hardware. Failure to comply with these regulations may result in:

- Revocation of EV charging privileges.
- Fines or administrative fees.
- Liability for repair costs for damaged equipment.
- Towing of your vehicle at your expense.

If you have questions regarding the proper operation of the charging units, please contact [Management Name/Department] at [Phone Number/Email].

Sincerely,

[Your Name/Title]

[Property Management/Company Name]