

Date: [Date]

To: [Recipient Name/Tenant Name]

Address: [Property Address/Unit Number]

Vehicle Information: [Make/Model/License Plate]

RE: NOTICE OF VIOLATION - IMPROPER CABLE MANAGEMENT

Dear [Recipient Name],

This letter serves as a formal notice regarding the use of the Electric Vehicle (EV) charging station located at [Location Description].

On [Date of Observation], it was observed that your charging cable was not properly managed. Specifically, the following violation was noted:

- Cable left on the ground/walkway.
- Cable not coiled or returned to the designated holster.
- Cable creating a potential tripping hazard for pedestrians.
- Cable obstructing vehicle traffic or parking access.

Per the [Property Rules/Lease Agreement/Parking Policy], all users are required to secure charging cables immediately after use or while charging to ensure safety and prevent damage to the equipment.

Required Action:

Please ensure that cables are neatly coiled and stored in the provided racks or holsters when not in use. Ensure that while charging, the cable does not cross pedestrian paths or create a safety hazard.

Failure to comply with these safety regulations may result in [fines/suspension of charging privileges/towing of the vehicle].

Thank you for your immediate cooperation in keeping our facilities safe.

Sincerely,

[Your Name/Property Management Name]

[Contact Phone Number]

[Email Address]