

Date: [Insert Date]

To: [Owner/Driver Name or "Vehicle Owner"]

Vehicle Make/Model: [Insert Make/Model]

License Plate: [Insert Plate Number]

RE: NOTICE OF UNAUTHORIZED PARKING IN ELECTRIC VEHICLE CHARGING STATION

Dear [Name/Owner],

This letter serves as an official notice that your vehicle was found parked in a designated Electric Vehicle (EV) Charging Station at [Insert Location/Address] on [Insert Date] at [Insert Time].

Our records and site observations indicate that your vehicle was in violation of our parking policies for the following reason:

- The vehicle is not an electric vehicle.
- The vehicle is an electric vehicle but was not actively plugged in/charging.
- The vehicle has exceeded the maximum stay duration for this charging station.
- The vehicle does not have the required permit for this specific stall.

These charging stations are reserved exclusively for electric vehicles that are actively charging. Unauthorized parking prevents EV owners from accessing necessary infrastructure and disrupts the management of the property.

Action Required:

Please ensure that your vehicle is moved immediately. Future violations may result in further action, including but not limited to:

- Formal written warnings.
- Issuance of monetary fines.
- Towing of the vehicle at the owner's expense.
- Revocation of parking privileges on this property.

If you believe this notice was issued in error, please contact [Insert Department/Name] at [Insert Phone Number/Email] within [Insert Number] days.

Thank you for your cooperation in keeping these stations available for those who need them.

Sincerely,

[Your Name/Title]

[Property Management/Company Name]