

Date: [Insert Date]

Recipient Name: [Insert Driver Name]

Address: [Insert Address]

City, State, Zip: [Insert City, State, Zip]

RE: NOTICE OF UNPAID ELECTRIC VEHICLE (EV) CHARGING FEES

Dear [Insert Name],

This letter serves as a formal notice regarding unpaid usage fees associated with the Electric Vehicle charging station located at [Insert Station Location/Address].

According to our records, your vehicle was parked and/or charging at this station during the following period:

- **Date of Session:** [Insert Date]
- **Vehicle Make/Model:** [Insert Vehicle Info]
- **License Plate Number:** [Insert Plate Number]
- **Total Time Occupied:** [Insert Duration]
- **Total Amount Due:** \$[Insert Amount]

The fees remain unpaid due to: [Insert Reason, e.g., Invalid payment method, Failure to initiate session via app, or Exceeding time limit].

Please remit the total balance due by [Insert Due Date] to avoid further action, which may include vehicle booting, towing from the premises, or the suspension of charging privileges.

Payment Options:

- Online: [Insert Website URL]
- Phone: [Insert Phone Number]
- In-Person: [Insert Office Address]

If you believe this notice has been sent in error, please contact our billing department at [Insert Contact Email/Phone] within [Number] days.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Department]

[Company/Property Name]

[Contact Information]