

Date: [Insert Date]

To: [Resident Name]

Address: [Unit Number/Address]

Subject: Notification of Upgraded Appliance Installation

Dear [Resident Name],

We are writing to inform you that we will be replacing the [Name of Old Appliance, e.g., Refrigerator] in your unit with a brand-new, upgraded model on [Installation Date].

Installation Details:

- **Date:** [Date]
- **Estimated Time:** Between [Start Time] and [End Time]
- **New Appliance Model:** [Insert Model Name/Features]

Maintenance staff or authorized contractors will require access to your unit during the time frame mentioned above. Please ensure that the area around the current appliance is clear of personal items and food to facilitate a quick exchange.

This upgrade is part of our commitment to improving the energy efficiency and comfort of your home. If you have any questions or need to reschedule due to a major conflict, please contact the management office at [Phone Number] or [Email Address] by [Deadline Date].

Thank you for your cooperation.

Sincerely,

[Your Name/Property Manager Name]
[Property Management Company]