

[Date]

[Tenant Name]

[Unit Number/Address]

Subject: Notice of Washing Machine Replacement

Dear [Tenant Name],

This letter is to inform you that the washing machine in your unit is scheduled to be replaced.

Replacement Date: [Date]

Estimated Time: [Time, e.g., 10:00 AM - 12:00 PM]

Maintenance staff or contractors will require access to your unit at the time mentioned above to remove the old appliance and install the new unit. Please ensure that the area around the current washing machine is clear of laundry and personal items.

If you have any questions or need to reschedule, please contact the management office at [Phone Number] or [Email Address] by [Deadline Date].

Thank you for your cooperation.

Sincerely,

[Your Name/Property Manager]

[Property Name/Company]