

NOTICE: UPCOMING LAUNDRY ROOM MAINTENANCE

Date: [Insert Date]

To All Residents,

Please be advised that the shared laundry room will be undergoing scheduled maintenance and cleaning on the following date(s):

Date: [Insert Date]

Time: [Insert Start Time] to [Insert End Time]

During this period, the laundry room will be **closed** and all machines will be unavailable for use. We kindly ask that you ensure all personal items and laundry are removed from the room before the start time listed above.

Regular access to the laundry facilities will resume once the maintenance is complete.

We apologize for any inconvenience this may cause and appreciate your cooperation in keeping our facilities in good working order.

If you have any questions, please contact the management office at [Insert Phone Number/Email].

Sincerely,

[Your Name/Building Management]