

Date: [Insert Date]

Subject: Advisory Notice: Scheduled Laundry Room Equipment Upgrades

Dear Residents,

Please be advised that we will be upgrading the equipment in the building laundry room to improve our facilities and provide better service.

Scheduled Work Dates: [Insert Start Date] to [Insert End Date]

Laundry Room Status: [Closed / Limited Access] during this period.

The upgrades will include:

- Installation of new [Washers/Dryers]
- Update to [Payment Systems/Mobile App Integration]
- General maintenance of the utility connections

Please ensure that all personal belongings and laundry items are removed from the room by [Insert Time] on [Insert Date]. Any items remaining at the start of the upgrade may be moved or disposed of to allow the installation team to work.

We apologize for this temporary inconvenience and thank you for your patience as we work to enhance the building's amenities.

Sincerely,

[Your Name/Property Manager Name]

[Building Management Company]

[Contact Phone Number]