

Date: [Insert Date]

To: All Residents of [Building Name/Address]

Subject: Important Notice: Laundry Room Equipment Upgrades

Dear Residents,

We are pleased to announce that we will be upgrading the laundry facilities in our building. To improve your experience, all existing machines will be replaced with new, high-efficiency models.

Installation Schedule:

- **Start Date:** [Insert Date]
- **Estimated Completion:** [Insert Date]
- **Work Hours:** [Insert Time, e.g., 9:00 AM to 5:00 PM]

Important Information:

- The laundry room will be **closed** and unavailable for use during the dates listed above.
- Please ensure all personal items and laundry are removed from the room by [Insert Time] on [Insert Date].
- The new machines will feature [Insert New Features, e.g., mobile app payment, credit card readers, or improved cycle times].

We apologize for any temporary inconvenience this may cause and thank you for your patience as we work to improve our building amenities.

If you have any questions regarding this project, please contact the management office at [Insert Phone Number] or [Insert Email Address].

Sincerely,

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