

NOTICE: LAUNDRY ROOM EQUIPMENT UPGRADES

Date: [Insert Date]

To: All Residents

Subject: Installation of New Laundry Equipment

Dear Residents,

We are pleased to announce that the laundry room facilities in [Building Name/Location] will be receiving a full equipment upgrade. We are replacing our current machines with brand new, high-efficiency washers and dryers to provide you with better service.

Scheduled Installation Date: [Insert Date]

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

Please take note of the following important information:

- **Closure:** The laundry room will be closed and unavailable for use during the hours mentioned above.
- **Clear Machines:** Please ensure all personal laundry is removed from the current machines and the laundry room by [Insert Time] on the day of installation.
- **New Payment Method:** The new machines will utilize a [Coin / Mobile App / Card] system. [Include brief instruction on how to download app or get card if applicable].

We apologize for any temporary inconvenience this may cause, but we look forward to providing you with improved laundry facilities.

If you have any questions, please contact the Management Office at [Phone Number] or [Email Address].

Sincerely,

Building Management