

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Subject: Notice of Facility Improvement - Laundry Room Equipment Upgrades

Dear [Recipient Name],

We are pleased to announce that as part of our ongoing commitment to improving our facilities, the laundry room located at [Location/Building Name] will be undergoing significant equipment upgrades.

Project Overview:

The existing units will be replaced with new, high-efficiency machines designed to provide better performance, shorter cycle times, and improved reliability. These upgrades include:

- [Number] New High-Capacity Washers
- [Number] New Energy-Efficient Dryers
- [Description of new payment system, e.g., Mobile App/Card Reader]

Installation Schedule:

The installation is scheduled to begin on **[Start Date]** and is expected to be completed by **[End Date]**. During this period, the laundry room will be temporarily closed to all users.

Important Instructions:

- Please ensure all personal laundry is removed from the facility by [Time] on [Date].
- Any items left in the machines after this time may be removed by the installation crew.
- Instructions for the new machines and payment systems will be posted on-site upon completion.

We apologize for any inconvenience this temporary closure may cause and thank you for your patience as we work to enhance the quality of our facility.

Sincerely,

[Your Name]

[Your Title]

[Organization Name]