

Date: [Insert Date]

To: All Residents

Subject: Important Information Regarding Laundry Room Equipment Upgrades

Dear Residents,

We are writing to inform you that we will be upgrading the laundry equipment in the building to provide better service and more efficient machines. Please review the details below regarding the installation schedule and changes to the facility.

Installation Schedule:

- **Start Date:** [Insert Date]
- **Estimated Completion:** [Insert Date]
- **Hours of Work:** [Insert Start Time] to [Insert End Time]

Access and Availability:

The laundry room will be closed during the installation period. We ask that you complete all laundry tasks prior to the start date. Any items left in the machines or the room on the morning of installation may be moved by the installation crew.

New Features:

- New high-efficiency washers and dryers.
- [Insert Payment Method, e.g., Smartphone App / Credit Card / New Card System].
- Improved cycle options and faster drying times.

Action Required:

If you have a remaining balance on an old laundry card, please [Insert Instructions, e.g., visit the management office for a refund or transfer].

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

Sincerely,

[Your Name/Property Management]
[Contact Phone Number]
[Contact Email Address]