

## NOTICE TO ALL RESIDENTS

**Date:** [Insert Date]

**Subject:** Upcoming Laundry Room Equipment Upgrades

Dear Resident,

We are pleased to announce that the laundry room facilities at [Building Name/Address] will be undergoing significant equipment upgrades. We will be replacing the existing machines with brand new, high-efficiency models to provide a better experience for all residents.

### **Installation Schedule:**

The laundry room will be closed during the following period:

- **Start Date:** [Insert Date]
- **Estimated Completion:** [Insert Date]

### **Important Information:**

- The laundry room will be inaccessible during the installation hours of [Start Time] to [End Time].
- Please ensure all personal items and laundry are removed from the room by [Time] on [Date].
- Any remaining laundry in the machines during the swap will be removed by management.
- [Include details about new payment methods, e.g., Mobile App, Credit Card, or New Laundry Cards].

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

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

Sincerely,

Building Management  
[Property Name]