

**Date:** [Insert Date]

**To:** All Residents

**From:** Building Management

**Subject:** NOTICE: Laundry Room Equipment Upgrades

Dear Residents,

We are pleased to announce that we will be upgrading the laundry facilities in the building. New, high-efficiency washers and dryers will be installed to provide a better experience for everyone.

**Installation Schedule:**

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

**Important Information:**

- The laundry room will be closed during the installation period. Please ensure all personal belongings and laundry are removed by [Insert Time] on [Insert Date].
- The new machines will use a [Insert Payment Method, e.g., Mobile App/Card/Coin] system. Instructions for the new payment method will be posted in the laundry room.
- Unused credits from the old system can be [Insert Refund/Transfer Policy].

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

Sincerely,

[Your Name/Company Name]

[Contact Phone Number]

[Email Address]