

## NOTICE TO ALL RESIDENTS

**Date:** [Insert Date]

**Subject:** Planned Laundry Room Equipment Upgrades

Dear Residents,

We are pleased to announce that the laundry room facilities at [Insert Building Name/Address] will soon be upgraded with brand-new equipment to improve your experience.

**Scheduled Work Dates:** [Insert Start Date] to [Insert End Date]

**Hours of Construction:** [Insert Start Time] to [Insert End Time]

To facilitate the installation of the new machines, please take note of the following:

- **Temporary Closure:** The laundry room will be completely closed and inaccessible during the dates listed above.
- **Removal of Personal Items:** Please ensure all personal belongings and clothing are removed from the laundry room by [Insert Time] on [Insert Date]. Any items left behind may be disposed of.
- **New Payment System:** The new machines will utilize a [Insert Payment Method, e.g., Mobile App / Credit Card / New Smart Card] system. Instructions on how to use the new system will be posted in the laundry room upon reopening.

We apologize for this temporary inconvenience and appreciate your patience as we work to modernize our building amenities.

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

Sincerely,

Building Management  
[Insert Company Name]