

DATE: [Insert Date]

TO: All Residents

FROM: Property Management

SUBJECT: Notice of Laundry Room Equipment Upgrades

Dear Residents,

We are pleased to announce that the laundry facilities in [Building Name/Location] will be undergoing a complete equipment upgrade. We are replacing the current machines with brand-new, high-efficiency washers and dryers to improve your service experience.

Installation Schedule:

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

Important Information:

- The laundry room will be closed and unavailable for use during the installation period mentioned above.
- Please ensure all personal laundry is removed from the machines and the room by [Time] on [Date]. Any items left behind will be removed by staff.
- [Insert Information about New Payment Method: e.g., Mobile App, Credit Card, or Coin-operated].

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

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

Sincerely,

[Name/Signature]
Property Management