

Date: [Insert Date]

To: All Residents of [Property Name]

Subject: Notice of Upcoming Laundry Room Equipment Upgrades

Dear Residents,

We are pleased to announce that we will be upgrading the laundry facilities at [Property Name] to improve your living experience. We will be installing brand-new, energy-efficient washers and dryers on [Insert Date].

Schedule of Work:

- **Start Date:** [Insert Date] at [Insert Time]
- **Estimated Completion:** [Insert Date] by [Insert Time]

Important Information:

- **Temporary Closure:** The laundry room will be closed during the hours listed above. Please ensure all personal laundry is removed by [Insert Time] on [Insert Date].
- **New Payment System:** The new machines will utilize a [Mobile App / Card / Coin] system. Instructions on how to use the new system are attached to this notice.
- **Unfinished Cycles:** Any laundry left in the machines at the start of the installation will be moved to [Location].

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

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

Sincerely,

Property Management
[Property Name]