

Date: [Insert Date]

To: All Residents

From: Building Management

Subject: Notice of Laundry Room Equipment Upgrades

Dear Resident,

We are pleased to announce that we will be upgrading the laundry room facilities to improve your living experience. New, high-efficiency washers and dryers are scheduled to be installed on the following dates:

Scheduled Installation Date(s): [Insert Dates]

Impacted Area: [Insert Room Location/Floor]

To facilitate the installation, please take note of the following details:

- **Temporary Closure:** The laundry room will be closed starting at [Insert Time] on [Insert Start Date] and is expected to reopen by [Insert Time] on [Insert End Date].
- **Machine Clearing:** Please ensure all personal laundry is removed from the current machines and the laundry room by [Insert Time] on [Insert Date]. Any items left behind may be removed by the installation team.
- **New Payment System:** The new machines will utilize [Insert Payment Method: e.g., Mobile App, Credit Card, or New Smart Cards]. [Insert brief instructions if a new app is required].

We apologize for this temporary inconvenience and thank you for your patience as we work to modernize our building's amenities. We are confident you will enjoy the improved performance and reliability of the new equipment.

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

Sincerely,

Building Management