

**Date:** [Insert Date]

**To:** All Residents of [Insert Building Name/Address]

**Subject:** Notification of Laundry Room Equipment Upgrades

Dear Tenant,

We are writing to inform you that we will be upgrading the laundry facilities in our building to provide you with better service and more efficient machines.

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

**Impact:** The laundry room will be closed during these dates.

**What is changing:**

- Installation of brand new washers and dryers.
- [Optional: Transition to mobile app/card payment system].
- Improved energy efficiency and cycle times.

Please ensure all personal laundry is removed from the room by [Insert Time] on [Insert Date]. Any items remaining at that time may be moved to clear the space for contractors.

We apologize for this temporary inconvenience and thank you for your patience as we work to improve your living environment.

Sincerely,

[Your Name/Management Name]  
[Property Management Company]  
[Contact Phone Number]