

Date: [Date]

To: All Residents of [Building Name/Address]

Subject: Notice of Laundry Room Renovation and Alternative Facilities

Dear Residents,

Please be advised that the laundry room located at [Location, e.g., Basement/Floor 2] will be closed for major renovations starting **[Start Date]**. We expect the work to be completed by **[Estimated End Date]**.

During this period, the laundry facilities will be unavailable for use. To minimize inconvenience, we have arranged the following alternative options for your laundry needs:

- **On-site Alternative:** [e.g., Please use the secondary laundry room located on the 4th floor.]
- **Off-site Partner:** [e.g., We have partnered with "Clean City Laundromat" at 123 Main St. Residents will receive a 20% discount by showing their building ID.]
- **Laundry Service:** [e.g., "Wash & Fold Co." will provide pick-up and delivery services every Tuesday and Thursday.]

We apologize for this temporary disruption as we work to improve our building amenities. If you have any questions or specific concerns, please contact the Management Office at [Phone Number] or [Email Address].

Thank you for your patience and cooperation.

Sincerely,

[Your Name/Property Management Name]
[Building Management]