

Notice of Extended Delay: Laundry Room Renovations

Date: [Insert Date]

To: All Residents of [Building Name/Address]

Subject: Important Update Regarding Laundry Room Facility Renovations

Dear Residents,

We are writing to provide an update regarding the ongoing renovations to the laundry room facilities. While we initially expected to be finished by [Original Completion Date], we regret to inform you that there has been an unexpected delay.

The delay is due to [Insert Reason, e.g., unforeseen plumbing issues / equipment delivery delays / permit approvals]. As a result, the laundry room will remain closed until further notice.

Our new estimated completion date is now [New Estimated Date]. We are working closely with the contractors to finish the project as quickly as possible.

We understand that this extension is inconvenient. As a temporary solution, residents may [Insert Alternative, e.g., use the facilities at Building B / use the credits provided for a local wash-and-fold service].

We apologize for the continued disruption and thank you for your patience while we work to improve our building facilities.

Sincerely,

[Your Name/Property Manager Name]

[Management Company Name]

[Contact Phone Number]