

Date: [Insert Date]

Subject: Friendly Reminder: Upcoming Laundry Room Renovation

Dear Residents,

This is a friendly reminder that the renovation of our building's laundry facility is scheduled to begin soon. To ensure the project stays on schedule and to avoid any damage to your belongings, please take note of the following details:

Start Date: [Insert Start Date]

Estimated Completion: [Insert Completion Date]

Important Actions:

- Please ensure all personal laundry, baskets, and detergent are removed from the room by [Insert Time] on [Insert Date].
- The laundry room will be completely closed and inaccessible during the renovation period.
- Any items left in the machines or on the folding tables after the start time may be moved or disposed of.

We apologize for this temporary inconvenience and look forward to providing you with an improved laundry experience. Thank you for your cooperation.

Best regards,

[Your Name/Building Management]

[Contact Phone Number]

[Contact Email Address]