

**DATE:** [Insert Date]

**TO:** All Residents

**FROM:** [Property Management/Building Owner]

**SUBJECT:** Initial Notice of Laundry Room Renovations

Dear Residents,

Please be advised that we will soon be starting a renovation project to upgrade the laundry room facilities in the building. Our goal is to improve the equipment and the overall environment for your convenience.

**Project Start Date:** [Insert Start Date]

**Estimated Completion Date:** [Insert End Date]

During this period, the laundry room will be closed, and all machines will be unavailable for use. We recommend completing your laundry needs prior to the start date mentioned above.

We understand that this may cause a temporary inconvenience and we appreciate your patience as we work to improve our community facilities. We will provide further updates or notification of any changes to the schedule as the project progresses.

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

Sincerely,

[Your Name/Signature]

[Your Title]