

## **NOTICE: SCHEDULE UPDATE - LAUNDRY ROOM RENOVATION**

Date: [Date]

Dear Residents,

We are writing to provide an important update regarding the ongoing renovation of the laundry room facilities located at [Location/Building].

Due to [Reason for delay, e.g., unexpected repairs/delivery delays], the original completion date has been adjusted. Please take note of the revised schedule below:

**Revised Completion Date:** [New Date]

**Reopening Time:** [Time]

During this extended period, the laundry room will remain closed. We recommend using the alternative facilities located at [Alternative Location] until the work is finished.

We apologize for this delay and any inconvenience it may cause. We are working quickly to ensure the new equipment and upgrades are ready for use as soon as possible.

Thank you for your continued patience.

Sincerely,

[Your Name/Property Manager Name]

[Building Management/Company Name]

[Contact Phone Number]