

NOTICE: TEMPORARY LAUNDRY ROOM CLOSURE

Date: [Insert Date]

To All Residents,

Please be advised that the laundry room will be temporarily closed for necessary renovations and upgrades. During this time, all machines will be disconnected and access to the room will be restricted.

Closure Start Date: [Insert Date]

Estimated Reopening Date: [Insert Date]

The renovations will include: [Optional: e.g., new flooring, painting, and installation of new machines]. We are performing these updates to improve the facility and provide better service to our residents.

Please ensure all personal laundry and belongings are removed from the room by [Insert Time] on [Insert Date before closure]. Any items left behind may be disposed of to allow work to begin.

We apologize for any inconvenience this temporary closure may cause and appreciate your patience as we improve our building.

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

Sincerely,

Building Management