

Date: [Insert Date]

To: All Residents

Subject: Notice of Upcoming Laundry Room Renovation

Dear Residents,

Please be advised that we will be performing a complete renovation of the laundry room facility located at [Insert Location/Floor]. The goal of this project is to upgrade the equipment and improve the overall environment for your convenience.

Construction Schedule:

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

Important Information:

- The laundry room will be **closed** and inaccessible during the dates listed above.
- All personal items must be removed from the laundry room by [Insert Time] on [Insert Date]. Any items left behind will be removed.
- [Optional: Information regarding alternative laundry arrangements or nearby laundromats].

We apologize for any inconvenience this temporary closure may cause. We look forward to providing you with a modernized laundry facility very soon.

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

Thank you for your patience and cooperation.

Sincerely,

[Your Name/Property Manager Name]
[Building/Property Name] Management