

[Date]

[Resident Name]

[Resident Address]

[City, State, Zip Code]

**Subject: Community Trash and Recycling Guidelines**

Dear Resident,

To maintain the cleanliness and appearance of our community, we would like to remind all residents of the following trash and recycling procedures:

**1. Collection Schedule:**

- Regular Trash: [Day of the week]
- Recycling: [Day of the week]
- Bulk Items: [Day of the week/Schedule method]

**2. Proper Containment:**

- All waste must be placed inside designated bins with lids securely closed.
- Do not leave loose bags or items on the ground next to the bins.
- Please ensure all recyclable items are rinsed and free of food debris.

**3. Bin Placement and Storage:**

- Bins should be placed at the curb no earlier than [Time] on the evening before collection.
- Bins must be removed from the curb and stored out of sight by [Time] on the day of collection.

**4. Prohibited Items:**

The following items may not be disposed of in regular community bins: [List items such as batteries, electronics, chemicals, or construction debris]. Please contact [Local Facility] for hazardous waste disposal.

Failure to follow these guidelines may result in [mention consequences, e.g., fines or missed pick-ups].

Thank you for your cooperation in keeping our neighborhood clean and sustainable.

Sincerely,

[Your Name/Property Manager Name]

[Community Name/HOA Name]

[Contact Phone Number]  
[Contact Email Address]