

[Date]

Subject: Annual Waste and Recycling Collection Schedule

Dear Resident,

This letter provides the updated schedule for waste, recycling, and yard trim collection for [Neighborhood Name]. To keep our community clean, please follow the schedule below:

Regular Trash Collection: [Day of the Week]

Recycling Collection: [Day of the Week]

Yard Waste Collection: [Day of the Week/Frequency]

Holiday Schedule:

If a collection day falls on a holiday, service will be delayed by one day. Affected holidays include:

[List major holidays, e.g., New Year's Day, Memorial Day, July 4th, Labor Day, Thanksgiving, Christmas]

Community Rules:

- Bins may be placed at the curb no earlier than [Time] the evening before collection.
- Empty bins must be stored out of public view by [Time] on the day of collection.
- All waste must be secured in bags inside the designated containers to prevent littering.

Bulk Item Pickup:

For large items (furniture, appliances, etc.), please contact [Waste Company Name] at [Phone Number] to schedule a private pickup. These items may not be left at the curb during regular collection days.

Thank you for your cooperation in maintaining the appearance of our neighborhood.

Sincerely,

The Board of Directors
[HOA Name]