

Dear Resident,

# Welcome to the Neighborhood!

This letter provides essential information regarding your waste management and recycling services. Below you will find your collection schedule and guidelines to ensure efficient service for your home.

## 1. Collection Schedule

- **Trash Pickup:** Every [Day of Week]
- **Recycling Pickup:** Every [Day of Week]
- **Green Waste/Compost:** Every [Day of Week]

## 2. Bin Placement Guidelines

Please follow these steps on your scheduled collection days:

- Place bins at the curb by [Time, e.g., 7:00 AM].
- Ensure bin handles face toward your house.
- Keep at least 3 feet of space between each bin and any obstacles (like cars or mailboxes).

## 3. Recycling Rules

To prevent contamination, please only place the following in your blue bin:

- Clean paper and cardboard.
- Plastic bottles and containers.
- Aluminum and steel cans.
- Glass jars and bottles.

## 4. Bulk Item Pickup

For large items such as furniture or appliances, please call [Phone Number] or visit [Website] to schedule a special collection. Do not leave bulk items on the curb without an appointment.

## 5. Contact Information

If you have questions, need to report a missed pickup, or require new bins, please contact us:

**Phone:** [Phone Number]

**Email:** [Email Address]

**Website:** [Website URL]

Thank you for helping us keep our community clean!

Sincerely,

[Department/Company Name]

[City/District Name]