

Dear Resident,

Welcome to the neighborhood! To help you settle in, we have provided the schedule and guidelines for your trash and recycling collection services.

Weekly Collection Schedule

- **Trash Pick-up Day:** [Insert Day of Week]
- **Recycling Pick-up Day:** [Insert Day of Week]
- **Yard Waste Day (if applicable):** [Insert Day of Week]

General Rules

- **Placement:** Please place your bins at the curb by [Insert Time, e.g., 7:00 AM] on your scheduled day.
- **Bin Position:** Place bins at least three feet apart from each other and away from parked cars or mailboxes.
- **Retrieval:** Empty bins should be removed from the curb by [Insert Time/Day] following collection.

Recycling Guidelines

Please ensure only clean and dry items are placed in the recycling bin. Commonly accepted items include:

- Cardboard and paper
- Plastic bottles and containers (#1, #2, and #5)
- Aluminum and steel cans
- Glass jars and bottles

Note: Do not place plastic bags, electronics, or food waste in the recycling bin.

Holiday Schedule

If your collection day falls on a major holiday, service may be delayed by one day. Please check the [Insert Website Name/Link] for the annual holiday calendar.

If you have any questions or need to request additional bins, please contact [Insert Department/Company Name] at [Insert Phone Number] or [Insert Email Address].

Thank you for helping keep our community clean!

Sincerely,

[Your Name/Property Management]
[Organization Name]