

[Date]

Dear Resident,

Welcome to the neighborhood! We are pleased to provide you with your weekly waste management and recycling schedule.

**Your Collection Schedule:**

- **Household Trash:** [Day of the Week]
- **Recycling:** [Day of the Week]
- **Green Waste/Bulk Items:** [Day of the Week]

**Important Guidelines:**

- Please place your bins at the curb by [Time, e.g., 7:00 AM] on your scheduled day.
- Ensure the bin lids are fully closed.
- Place bins at least [Number] feet apart from other objects like mailboxes or cars.
- Bins should be removed from the curb by [Time] the following morning.

**Holiday Schedule:**

If your collection day falls on a major holiday, service will be delayed by one day for the remainder of that week.

If you have any questions or need to request additional bins, please contact our customer service department at [Phone Number] or visit our website at [Website URL].

Thank you for helping us keep our community clean.

Sincerely,

[Your Name/Company Name]  
[Contact Information]