

Date: [Insert Date]

To: [Tenant/Resident Name]

Address: [Insert Property Address/Unit Number]

Subject: WARNING - IMPROPER TRASH DISPOSAL

Dear [Resident Name],

This letter serves as a formal warning regarding the improper disposal of trash at [Property Name/Address]. It has been reported or observed that on [Date of Violation], trash was disposed of incorrectly at the following location: [Insert Location, e.g., Hallway, Side of Dumpster, Parking Lot].

Specifically, the following violation occurred:

- ☐ Trash bags left outside of designated bins/dumpsters.
- ☐ Disposal of prohibited items (e.g., furniture, electronics, chemicals).
- ☐ Failure to breakdown cardboard boxes.
- ☐ Placing trash in recycling bins (or vice versa).
- ☐ Littering in common areas.

Proper waste management is essential for maintaining the cleanliness, hygiene, and appearance of our community. Improper disposal attracts pests, creates odors, and may result in additional removal fees from the waste management company.

Required Action:

Please ensure that all future waste is bagged securely and placed inside the provided containers. Large items must be disposed of according to [City/Building] regulations or by scheduling a bulk pickup.

Failure to comply with trash disposal policies moving forward may result in fines of [Insert Amount, if applicable] per occurrence or further action according to your lease agreement.

If you have questions regarding trash pickup schedules or recycling rules, please contact the management office at [Phone Number].

Thank you for your immediate cooperation.

Sincerely,

[Your Name/Property Management Name]
[Contact Information]