

Date: [Insert Date]

To: [Recipient Name/All Residents/Unit Number]

Subject: NOTICE OF IMPROPER TRASH DISPOSAL

Dear [Recipient Name],

This letter serves as a formal notice regarding the improper disposal of waste in the common dumpster area. It has been observed that trash is not being disposed of according to the established guidelines.

Specifically, the following issue(s) were identified:

- Trash bags left on the ground outside of the bins.
- Large furniture or bulk items left in the dumpster area.
- Failure to break down cardboard boxes.
- Disposal of hazardous materials or prohibited items.
- Placing non-recyclables in the recycling bins.

To maintain a clean, safe, and pest-free environment for all residents, please adhere to the following rules:

1. All trash must be securely bagged and placed inside the dumpster.
2. Do not leave any items on the enclosure floor or outside the gate.
3. Flatten all boxes before disposal.
4. Large items (furniture, mattresses, etc.) require a separate pick-up and are not permitted in the standard bins.

Please be advised that continued failure to comply with these disposal regulations may result in fines or additional service charges. We appreciate your cooperation in keeping our community clean.

If you have any questions regarding waste management or how to dispose of bulk items, please contact the management office at [Phone Number/Email].

Sincerely,

[Your Name/Property Management Name]

[Contact Information]