

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Subject: Updated Trash and Recycling Directives

Dear Resident,

We are writing to inform you of updated directives regarding trash collection and recycling procedures for [Property Name/Neighborhood]. These changes are effective as of [Effective Date].

1. Collection Schedule:

- Trash Collection: [Days of week, e.g., Mondays and Thursdays]
- Recycling Collection: [Days of week, e.g., Wednesdays]
- Bulk Item Pickup: [Details or "By appointment only"]

2. Sorting and Disposal Guidelines:

- **General Trash:** Must be secured in tied plastic bags and placed inside the designated bins.
- **Recyclables:** Please place only [list items, e.g., paper, cardboard, plastic types 1-2, and aluminum] in the recycling bins. Items must be clean and free of food residue.
- **Prohibited Items:** Do not place hazardous waste, batteries, electronics, or glass in the general bins.

3. Bin Placement and Timing:

Bins should be placed at the curb no earlier than [Start Time] on the evening before collection and must be returned to your storage area by [End Time] on the day of collection.

4. Compliance:

Please ensure all waste is contained within the bins to prevent litter and pests. Failure to follow these directives may result in [mention consequences, e.g., missed pickups or fines].

Thank you for your cooperation in keeping our community clean and environmentally responsible. If you have any questions, please contact [Contact Person/Department] at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Signature]

[Your Title]

[Organization/Management Name]