

**Date:** [Insert Date]

**To:** All Residents and Tenants of [Insert Complex Name]

**Subject:** Notice of Changes to Waste Disposal Methods

Dear Resident,

Effective [Insert Date], please be advised that there will be significant changes to the waste disposal procedures within the complex. These updates are being implemented to [Insert Reason, e.g., improve efficiency, comply with new city regulations, or enhance recycling efforts].

**Key Changes Include:**

- **New Sorting Requirements:** Waste must now be separated into the following categories: [List categories, e.g., General Waste, Recyclables, Organic Waste].
- **Collection Schedule:** Pick-up days have changed to [Insert New Days/Times].
- **Designated Disposal Areas:** All waste must be placed in [Insert Specific Location, e.g., the newly color-coded bins located at the North Gate].
- **Prohibited Items:** Items such as [Insert Prohibited Items, e.g., electronics, large furniture, or hazardous materials] are no longer accepted in the standard bins.

**Compliance:**

To ensure a clean environment and avoid potential fines from the service provider, we ask all residents to adhere strictly to these new guidelines. Please ensure that all waste is bagged properly and placed inside the bins, not on the ground.

If you have any questions regarding these changes, please contact the Management Office at [Insert Phone Number] or [Insert Email Address].

Thank you for your cooperation in keeping our community clean and sustainable.

Sincerely,

[Your Name/Signature]

[Title/Management Role]

[Complex Name Management]