

[Date]

[Resident Name]

[Address/Unit Number]

[City, State, Zip Code]

Subject: Notice of Revised Recycling and Trash Collection Policies

Dear Resident,

We are writing to inform you of important updates to the waste management and recycling policies at [Property Name]. These changes are effective as of [Effective Date] and are intended to improve cleanliness, reduce contamination, and comply with local regulations.

New Trash Collection Guidelines:

- **Pick-up Schedule:** Trash will now be collected on [Days of the Week] at [Time].
- **Bagging Requirements:** All trash must be securely tied in heavy-duty plastic bags. Loose items in bins are no longer permitted.
- **Placement:** Please place your bins/bags at [Specific Location] no earlier than [Start Time] and remove bins by [End Time].

New Recycling Guidelines:

- **Accepted Materials:** Only [List Materials, e.g., Paper, Cardboard, Plastics #1-2] are accepted.
- **Preparation:** All containers must be rinsed and dried. Cardboard boxes must be flattened.
- **Prohibited Items:** Do not place plastic bags, food waste, or electronics in the recycling bins.

Bulky Items:

Furniture, appliances, and large electronics require a special pickup. Please contact [Department/Phone Number] to schedule a removal. Do not leave these items in the common trash areas.

Compliance:

Failure to follow these revised policies may result in [Fines/Warnings/Service Interruptions]. We appreciate your cooperation in keeping our community clean and environmentally friendly.

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

Sincerely,

[Your Name/Property Management]
[Property Name]