

Date: [Insert Date]

To: All Residents of [Insert Property Name]

Subject: Update Regarding Community Recycling and Trash Standards

Dear Residents,

To ensure our community remains clean, sustainable, and pleasant for everyone, we are writing to provide an update and reminder regarding our trash and recycling policies. These standards are effective as of [Insert Date].

**Trash Disposal Guidelines:**

- All household trash must be securely bagged and tied.
- Trash bags must be placed inside the designated [dumpsters/bins/chutes].
- Do not leave trash bags on the ground, in hallways, or in common areas.
- Large furniture, mattresses, and electronics are not permitted in the standard bins. Please contact [Management Office/Local Service] to arrange for bulk item pickup.

**Recycling Guidelines:**

- Only clean and dry recyclables should be placed in the recycling bins.
- Accepted items: [List items, e.g., Cardboard, Paper, Aluminum Cans, Plastic Bottles #1-5].
- Prohibited items: [List items, e.g., Plastic bags, food-contaminated containers, Styrofoam, glass].
- Please flatten all cardboard boxes to save space.

**Collection Schedule:**

- Trash Pick-up: [Insert Days/Times]
- Recycling Pick-up: [Insert Days/Times]

Proper waste management helps prevent pests, reduces odors, and keeps our community maintenance costs down. Failure to follow these guidelines may result in [Insert Penalty, e.g., cleaning fees or lease violations].

Thank you for your cooperation in keeping [Insert Property Name] a beautiful place to live.

Sincerely,

[Management Name/Property Manager]  
[Building/Community Name]  
[Contact Information]