

Date: [Date]

To: [Resident/Tenant Name]

Address: [Property Address/Unit Number]

NOTICE: IMPROPER TRASH DISPOSAL - HEALTH AND SAFETY VIOLATION

Dear [Resident/Tenant Name],

This letter serves as a formal notice regarding an improper trash disposal violation observed at the property. Maintaining a clean and sanitary environment is essential for the health and safety of all residents.

Violation Details:

- **Date of Violation:** [Date]
- **Description:** [Describe violation, e.g., trash left in hallways, overfilled bins, non-compliant bags, or dumping in unauthorized areas]

Required Action:

Please ensure that all waste is properly bagged, sealed, and placed inside the designated containers immediately. Do not leave trash on the ground or in common areas.

Consequences:

Failure to rectify this issue or subsequent violations may result in fines of \$[Amount], cleaning fees, or further legal action as outlined in your lease agreement.

If you have any questions regarding waste management procedures, please contact the management office at [Phone Number].

Thank you for your immediate cooperation.

Sincerely,

[Your Name/Property Manager]

[Management Company Name]