

Dear Tenants,

We hope this message finds you well. This letter serves as a reminder regarding the waste disposal routine within our property.

Waste Disposal Schedule

- **Recyclables:** Collected every Monday.
- **Organic Waste:** Collected every Wednesday.
- **General Trash:** Collected every Friday.

Guidelines for Waste Disposal

1. Please ensure all recyclables are clean and sorted appropriately.
2. Organic waste should be placed in compostable bags.
3. Avoid disposing of hazardous materials in regular trash.

Please be mindful of the collection times and ensure that all waste is placed outside your unit before 7 AM on collection days. Your cooperation is greatly appreciated in keeping our property clean and eco-friendly.

Thank you for your attention to this matter.

Sincerely,

The Management Team