

Waste Management Schedule for Leaseholders

Date: [Insert Date]

Dear Leaseholders,

We hope this message finds you well. As part of our commitment to maintaining a clean and sustainable environment, we would like to inform you of the upcoming waste management schedule for our community.

Waste Collection Schedule:

- **Weekly Trash Collection:** Every Monday and Thursday
- **Recycling Collection:** Every Wednesday
- **Bulk Waste Collection:** Last Friday of each month

Important Guidelines:

- Please ensure that all waste is securely bagged and placed in designated bins.
- Recycle materials must be clean and sorted according to the recycling guidelines.
- Bulk waste items should be scheduled for pickup by contacting the management office at least two days in advance.

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

Sincerely,

[Your Name]

[Your Title]

[Management Company Name]

[Contact Information]