

Waste Management Expectations for Leaseholders

Date: [Insert Date]

To: [Leaseholder's Name]

Address: [Leaseholder's Address]

Dear [Leaseholder's Name],

We hope this letter finds you well. As part of our commitment to maintaining a clean and sustainable environment, we would like to outline the waste management expectations for all leaseholders within our community.

Waste Management Guidelines:

- All waste must be separated into recyclable, compostable, and general waste categories.
- Recyclables should be placed in the designated recycling bins provided in the common areas.
- Compostable waste should be disposed of in the compost bins located [insert location].
- General waste should be disposed of in black garbage bags and placed in the designated waste containers.
- Large items and electronic waste should be disposed of during the scheduled bulk waste pickup days.

We appreciate your cooperation in adhering to these guidelines to ensure our community remains clean and environmentally friendly. Please do not hesitate to reach out if you have any questions or require further clarification.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]