

Sanitation Service Timetable for Tenants

Date: [Insert Date]

Dear Tenants,

We are pleased to inform you of the scheduled sanitation services for our community. Below is the timetable for the upcoming sanitation services:

Day	Date	Service	Time
Monday	[Insert Date]	Regular Trash Collection	8:00 AM - 10:00 AM
Wednesday	[Insert Date]	Recycling Collection	8:00 AM - 10:00 AM
Friday	[Insert Date]	Yard Waste Collection	8:00 AM - 10:00 AM

Please ensure that your trash and recyclables are set out by the designated time to facilitate efficient collection. Your cooperation is greatly appreciated.

If you have any questions or concerns, feel free to contact the management office.

Thank you for your attention.

Sincerely,
[Your Name]
[Your Title]
[Your Contact Information]