

Dear Tenants,

We hope this message finds you well. We would like to inform you about the new trash pick-up plan that will take effect starting **[Start Date]**.

Trash Pick-Up Schedule:

- **Regular Trash:** Every **[Day of the Week]** at **[Time]**
- **Recycling:** Every **[Day of the Week]** at **[Time]**
- **Yard Waste:** Every **[Day of the Week]** at **[Time]**

Please ensure that all trash is placed in designated bins by the specified time to guarantee smooth collection.

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

Thank you for your cooperation!

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