

# Refuse Disposal Compliance Notice

Date: [Insert Date]

To: [Institution Name]

Address: [Institution Address]

Subject: Compliance Notice - Refuse Disposal Regulations

Dear [Recipient's Name],

We are writing to inform you that an inspection conducted on [Insert Date of Inspection] at your institution revealed non-compliance with the refuse disposal regulations set forth by [Insert Relevant Authority/Agency].

Observations noted during the inspection include:

- [Observation 1]
- [Observation 2]
- [Observation 3]

As a recognized educational institution, it is imperative that you adhere to all waste management policies to ensure a safe and healthy environment for your students and staff.

You are required to rectify these issues by [Insert Deadline Date]. Failure to comply may result in further action from our office.

Please acknowledge receipt of this notice and provide a plan of action to address these compliance issues by the given deadline.

Thank you for your immediate attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Contact Information]