

Notice of Recycling and Garbage Collection Procedures

Dear Residents,

As part of our ongoing efforts to maintain a clean and sustainable community, we would like to remind you of the recycling and garbage collection procedures that must be followed:

Recycling Guidelines:

- All recyclable materials should be rinsed and free from food residue.
- Acceptable items include paper, cardboard, glass bottles, aluminum cans, and certain plastics (check local guidelines).
- Do not include plastic bags, polystyrene foam, or pizza boxes in recycling bins.

Garbage Collection Procedures:

- Garbage is collected every Thursday. Please have your bins out by 7 AM.
- Use appropriate garbage bags and ensure they are securely closed.
- Bulky items (furniture, appliances) should be reported for special pickup one week in advance.

If you have any questions regarding recycling or garbage collection, please feel free to contact our office at [insert phone number] or [insert email address].

Thank you for your cooperation in keeping our community clean and eco-friendly!

Sincerely,

[Your Name]

[Your Title]

[Your Organization]