

# Notice to All Residents

Date: [Insert Date]

Dear Residents,

We would like to remind everyone about the importance of maintaining cleanliness in our community. In light of recent observations, effective immediately, the following cleanliness measures will be enforced:

- All common areas must be kept tidy. Please ensure that you dispose of trash in the designated bins.
- Pet owners are required to clean up after their pets promptly.
- Personal items should not be left in shared spaces.
- Regular inspections will be conducted to ensure compliance.

Your cooperation is vital in keeping our community clean and welcoming for all. Thank you for your attention and commitment to maintaining a hygienic environment.

Sincerely,

[Your Name]

[Your Position]

[Contact Information]