

Bi-Weekly Trash Pickup Notification

Dear Residents,

We are writing to remind you that the bi-weekly trash pickup will take place on **[Day, Date]**. Please ensure that your trash is out by **[Time]** for collection.

For your convenience, here are some tips for trash disposal:

- Use sturdy garbage bags.
- Avoid overfilling your bins.
- Place recyclables in designated bins.

If you have any questions or concerns, please contact us at **[Contact Information]**.

Thank you for your cooperation!

Sincerely,

[Your Name]

[Your Title]

[Organization/City Name]