

Refuse Collection Instructions

Date: [Insert Date]

Dear Resident,

We would like to remind you of the refuse collection schedule and provide important instructions for proper waste disposal.

Collection Schedule:

- Regular refuse collection: Every [Day of the Week]
- Recycling collection: Every [Day of the Week]
- Garden waste collection: Every [Day of the Week]

Instructions:

1. All refuse should be placed in the designated bins by [Time] on collection day.
2. Please ensure that bins are easily accessible and not obstructed.
3. Recycle properly by separating plastics, glass, and paper as per the guidelines.
4. Do not overfill bins; additional waste should not be placed beside them.

For any questions or concerns, please contact our waste management department at [Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]