

Scheduled Trash Removal Days

Dear [Resident's Name],

We hope this message finds you well. This letter is to inform you about the scheduled trash removal days in your area.

Scheduled Pickup Days:

- **Regular Trash:** Every Monday and Thursday
- **Recycling:** Every Tuesday
- **Yard Waste:** Every Friday

Please ensure that your trash bins are out by 7:00 AM on the scheduled days for collection. If you have any questions or require further information, feel free to contact our office at [Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Company/Organization Name]