

Trash Collection Frequency Notification

Date: [Insert Date]

Dear [Resident's Name],

We hope this message finds you well. We would like to inform you about the upcoming trash collection schedule for your area.

Collection Frequency:

- Regular Trash Collection: Every [Day of the Week]
- Recyclables Collection: Every [Day of the Week]
- Yard Waste Collection: Every [Day of the Week]

Please ensure that your trash bins are out by [Time] on collection days. If you have any questions or require further assistance, feel free to contact us at [Contact Information].

Thank you for your cooperation!

Sincerely,

[Your Name]

[Your Position]

[Company/Organization Name]