

Date: [Date]

To: [Resident Name]

Address: [Property Address/Unit Number]

Subject: FIRST NOTICE: Improper Trash Disposal

Dear Resident,

This letter serves as a formal notice regarding the improper disposal of trash at the property mentioned above. On [Date of Violation], it was observed that trash was not disposed of in accordance with the community guidelines.

The specific issue noted was:

- ☐ Trash bags left outside of designated bins/containers
- ☐ Trash placed in incorrect bins (Recycling vs. Landfill)
- ☐ Oversized items left in common areas
- ☐ Trash put out on the wrong day/time
- ☐ Other: [Description]

Proper waste management is essential for maintaining the cleanliness, health, and appearance of our community. It also helps prevent pest infestations and unpleasant odors.

Please ensure that all future waste is disposed of correctly according to the following rules:
[Insert link to rules or brief summary].

This is a first warning. Failure to comply with trash disposal regulations in the future may result in fines or further administrative action as outlined in your [Lease Agreement/HOA Bylaws].

If you have any questions or believe this notice was sent in error, please contact the management office at [Phone Number] or [Email Address].

Thank you for your cooperation.

Sincerely,

[Your Name/Property Manager Name]

[Management Company/HOA Name]