

Date: [Insert Date]

To: [Resident/Tenant Name]

Address: [Insert Unit Number/Address]

Subject: Notice of Fine for Improper Trash Disposal

Dear [Resident Name],

This letter serves as formal notice regarding a violation of the waste disposal policies at [Property Name].

On [Date of Violation], at approximately [Time], it was observed that trash was disposed of improperly at [Location/Description of Incident]. Specifically, the following violation occurred:

[Insert description, e.g., Leaving trash bags in the hallway, mixing recyclables with general waste, or illegal dumping.]

As per the rules outlined in your [Lease Agreement/Community Guidelines], a fine has been assessed to your account as follows:

- **Violation Type:** Improper Trash Disposal
- **Fine Amount:** \$[Insert Amount]
- **Due Date:** [Insert Due Date]

Please ensure that all future waste is disposed of in the designated containers and in accordance with the community rules to avoid further penalties or legal action.

If you wish to appeal this fine or provide further information regarding this incident, please contact the Management Office at [Phone Number] or [Email Address] within [Number] days of receiving this notice.

Sincerely,

[Your Name/Property Manager Name]

[Property Management Company]