

Date: [Insert Date]

To: [Resident Name / Unit Number]

From: [Property Management / HOA Name]

Subject: NOTICE OF VIOLATION: TRASH ABANDONMENT IN COMMON AREAS

Dear Resident,

This letter serves as an official notice regarding the disposal of trash in common areas of the property. It has been observed that trash bags or debris were left in the following unauthorized location: **[Insert Location, e.g., Hallway, Stairwell, Parking Lot]** on **[Insert Date]**.

Please be advised that leaving trash in common areas is a violation of the building rules and lease agreement. This practice creates health hazards, attracts pests, and creates an unpleasant environment for all residents.

Action Required:

- All trash must be placed inside the designated dumpsters or trash chutes immediately.
- Do not leave bags on the floor or in communal hallways.
- Ensure all waste is properly sealed to prevent leakage.

Please correct this behavior immediately. Failure to comply with waste disposal policies may result in fines of **\$[Amount]** per occurrence or further administrative action.

If you have any questions regarding waste disposal procedures, please contact the management office at [Insert Phone Number].

Thank you for your cooperation in keeping our community clean.

Sincerely,

[Your Name/Signature]

[Title/Management Office]