

DATE: [Insert Date]

TO: [Tenant Business Name]

ATTENTION: [Contact Person Name]

ADDRESS: [Tenant Suite/Address]

RE: NOTICE OF DUMPSTER MISUSE AND LEASE VIOLATION

Dear [Tenant Name],

This letter serves as formal notice regarding the improper use of the waste disposal facilities at [Property Name/Address]. It has been brought to our attention that your business is in violation of the waste management policies as outlined in your lease agreement.

Specifically, the following issues have been documented:

- [Description of misuse, e.g., disposal of prohibited hazardous materials]
- [Description of misuse, e.g., leaving trash outside of the bin]
- [Description of misuse, e.g., oversized items preventing lid closure]
- [Date/Time of occurrence]

Per the terms of your lease, Section [Insert Section Number], tenants are required to dispose of waste in the designated manner. Improper disposal creates health hazards, attracts pests, and results in additional pick-up fees from the waste management provider.

Required Action:

Please ensure all staff members are briefed on proper disposal procedures immediately. Any costs incurred by the Landlord for the cleanup or removal of unauthorized items resulting from this misuse will be billed to your account in the amount of \$[Insert Amount, if applicable].

Failure to remedy this situation or future occurrences may result in further penalties or formal default proceedings under the terms of your lease.

Thank you for your immediate cooperation in keeping the premises clean and safe.

Sincerely,

[Your Name/Property Manager Name]

[Landlord/Management Company Name]

[Phone Number]

[Email Address]