

DATE: [Insert Date]

TO: [Resident Name]

ADDRESS: [Resident Address]

RE: NOTICE OF IMPROPER TRASH RECEPTACLE STORAGE

Dear [Resident Name],

This letter is a formal notification regarding the storage of your trash and recycling receptacles at the address listed above.

It has been observed that your receptacles are currently being stored in a manner that violates [Homeowners Association/City/Property] guidelines. Specifically, the violation pertains to:

- Receptacles being visible from the street on non-collection days.
- Receptacles placed on the curb too early or left out too long after collection.
- Receptacles blocking public sidewalks or common areas.

Required Action:

Please ensure that all trash and recycling bins are moved to an approved storage location (such as a garage, behind a fence, or a designated screened area) by [Insert Date]. Bins should only be placed at the curb for collection between the hours of [Insert Start Time] and [Insert End Time] on scheduled pickup days.

Failure to correct this matter may result in [fines/further enforcement action] as outlined in the [Governing Documents/City Code].

If you have already corrected this issue, please disregard this notice. If you have questions, you may contact [Contact Name/Department] at [Phone Number/Email].

Thank you for your cooperation in keeping our community clean and orderly.

Sincerely,

[Your Name/Signature]

[Your Title/Organization Name]