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**Yard Debris Disposal Notification Template**
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**[Your Name/Organization]**
**[Your Address]**
**[City, State, Zip Code]**
**[Email Address]**
**[Phone Number]**
**[Date]**
**[Recipient's Name]**
**[Recipient's Address]**
**[City, State, Zip Code]**
Dear [Recipient's Name],
We are writing to inform you about the upcoming yard debris disposal
service scheduled for [date]. Please find the important details below:
**Service Details:**
- **Collection Date:** [Insert Date]
- **Time:** [Insert Start Time] to [Insert End Time]
- **Location:** [Collection Address or Area]
- **Contact for Questions:** [Contact Name and Phone Number]
**Accepted Items for Disposal:**
- Leaves
- Branches (no longer than [insert length])
- Grass Clippings
- Other Organic Yard Waste
**Disposal Guidelines:**
- Please ensure all debris is placed at the curb by [insert time] on the
day of collection.
- Use biodegradable bags for smaller items when possible.
- Do not include non-organic materials such as plastics, metals, or
glass.
Thank you for your cooperation in keeping our community clean and green.
Should you have any questions or concerns, please do not hesitate to
contact us.
Sincerely,
[Your Name]
[Your Title/Position]
[Your Organization]
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**End of Template**
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