

**\*\*Subject:\*\* Important Updates on Yard Waste Management Services**

**\*\*Dear [Community/Residents/Team],\*\***

We hope this message finds you well! As part of our ongoing commitment to sustainability and environmental care, we want to remind you about our yard waste management services and provide some important updates.

**\*\*What You Need to Know:\*\***

1. **\*\*Collection Schedule:\*\***

- Yard waste will be collected every [Day of the Week] from [Start Date] to [End Date].

- Please have your yard waste out by [Time] for collection.

2. **\*\*Accepted Materials:\*\***

- Leaves, grass clippings, and small branches (up to [Length/Weight]).

- Please do not include plastic bags, food waste, or any non-organic materials.

3. **\*\*Drop-off Locations:\*\***

- For those who prefer to dispose of yard waste directly, please visit our drop-off sites located at:

- [Location 1]

- [Location 2]

- Drop-off hours are [Days/Times].

4. **\*\*Composting Tips:\*\***

- Consider composting your yard waste at home! Here are a few tips for successful composting: [Brief tips or link to resources].

5. **\*\*Contact Information:\*\***

- For questions or concerns, please do not hesitate to reach out to us at [Phone Number] or [Email Address].

Thank you for your cooperation and for helping us keep our community clean and green!

Best regards,

[Your Name]

[Your Position]

[Organization/Department]

[Contact Information]

[Website URL]