

Date

NAME

Address

Dear (NAME),

In the recent review of our Garbage/Recycling accounts it has come to our attention that you are past due with the remaining amount of \$ . Please pay this amount in full or, if you are unable, contact Marlene Guel for payment arrangements by (DATE) to avoid further action.

Reminder, as stated in the city Health and Sanitation Ordinance NO. 483:

“Subchapt. 12.1300 REFUSAL TO PAY FOR SOLID WASTE AND REFUSE COLLECTION AND DISPOSAL SERVICE CHARGES ARE DECLARED UNLAWFUL

It shall be unlawful for any person, firm or corporation, whether residential or business, to refuse to pay the charges for solid waste and refuse collection authorized in Ordinance no. 336, as amended. The refusal or failure to pay such charges constitutes a health, safety and welfare hazard and therefore shall be punished by a fine of not less than \$1.00 nor more than \$2,000.00 for each day that the offense continues, each day being a separate offense. Such offense shall commence on the day after the due date for payment of solid waste and refuse charges, and shall continue daily thereafter until paid.”

Thank you.

Marlene Guel  
Accounts Payable/Utilities  
City of Windcrest  
(210)655-0022 x2330  
Mguel@windcrest-tx.gov