

September 29, 2023

<First and Last Name>

<Address>

Hello <First Name>,

Welcome to the neighborhood! I'm reaching out as your Alley Captain to provide you with information about the 2023/2024 alley plowing season. As you may know, we are responsible for clearing our alley in St. Paul, so we contract with a local company and the cost is distributed amongst all the houses on the alley.

We use XXX (XXX email) for alley plowing. **The cost per household for this season is \$22**, which is same as last year. Our neighbors who use the alley only for garbage/recycling/utilities contribute at a lower rate at \$11 per household.

I pay for the total amount upfront to keep our costs lower and **kindly ask you to pay \$22 by October 15**. You can pay in the following ways:

- Paypal: <paypal handle>
- Venmo: <venmo handle>
- Zelle: <cell> or <email>
- Cash or check: payable to <my name>
 - Please mail or drop off to <my address>

I also ask that you provide me with your email address when you submit your payment. It would be very helpful to add you to the email list of neighbors for coordinating next year's service.

Below are a few reminders to ensure our alley is most efficiently plowed this winter.

- Except for our trash/recycling day on Tuesday, please keep your trash and recycling bins out of the alley.
- Please trim back overgrown bushes and branches. The trucks will not drive against bushes, which limits the amount of snow they clear from our alley.
- Please rake and remove leaves and debris.
- Please do not shovel your driveway snow into the alley. This defeats the purpose of having it plowed.

If maintaining your section of the alley is a hardship for you or if you have any questions about this process, please don't hesitate to reach out. Thanks for your support in keeping our alley cleared this winter.

Best,

<My Name>

<my address> | <my cell> | <my email address>