

## Text Type Analysis: Notice

A notice is a piece of paper on a noticeboard that gives information.

### Show Your Care

#### Rainbow Housing Management Ltd

11<sup>th</sup> February, 20XX

Dear Residents of Joyful Estate,

#### CNY Collection and Recycling Campaign

Chinese New Year is about to end. You may have some unwanted items to throw away after the **festive** season. In order to show our care to the environment and the people in need, we are going to organise a campaign starting from tomorrow to the end of this month.

Please see the following details:

- There will be a collection box in the lobby of every block for collecting used red envelopes. We will pass them to Green Action for reusing and recycling.
- We will collect unopened gift boxes containing food items like cookies, noodles and chocolate, and give them to a nearby elderly home. Please bring your items to our office between 9 am and 5 pm.
- Cleaners from the Environmental Protection Department will collect peach blossom trees between 26<sup>th</sup> and 28<sup>th</sup> February. The trees can be recycled to make **compost** which is very useful in organic farming. The collection point will be located beside the car park entrance.

For enquiries, please contact Miss Li at 2334 5667.

#### Sender

State the person who issues the notice and his / her job title

Gary Lam

Manager

#### Organisation

State the organisation that issues the notice

#### Date

State the date when the notice is put up

#### Recipients

State the target audience for the notice

#### Subject

State briefly what the notice is about

#### Opening

State the reason(s) for writing the notice

#### Event details

- Give information about the event, e.g. date, time, venue and way(s) to respond and inquire
- Can use point form to present the information clearly