

Recycling Program Guidelines

Date: [Insert Date]

Dear [Recipient's Name],

We are excited to announce the implementation of our new recycling program aimed at promoting sustainability within our community. To ensure the program's success, we ask for your cooperation in following these guidelines:

Recyclable Materials:

- Paper (newspapers, magazines, office paper)
- Cardboard (clean, flattened boxes)
- Plastics (containers labeled #1 and #2)
- Metals (aluminum cans and tin cans)
- Glass (clear, green, and brown bottles)

Non-Recyclable Materials:

- Plastic bags
- Food waste
- Polystyrene foam
- Sharps and hazardous materials

Collection Schedule:

Recyclable materials will be collected every [Insert Collection Day] at [Insert Time]. Please ensure that your recyclables are placed at the designated collection point by this time.

Additional Tips:

- Rinse containers before recycling.
- Keep recyclables dry and free from food debris.
- Use designated recycling bins or containers.

Thank you for your commitment to a greener future. Together, we can make a difference!

Sincerely,

[Your Name]

[Your Title]

[Your Organization]