

Waste Separation and Disposal Instructions

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Important Instructions for Waste Separation and Disposal

Dear [Recipient's Name],

In an effort to promote sustainability and proper waste management, we are implementing a new waste separation and disposal protocol. Please adhere to the following instructions to ensure efficient waste management:

Waste Separation Guidelines

- **Recyclables:** Plastics, paper, cardboard, glass. Please rinse containers before disposal.
- **Organic Waste:** Food scraps, yard waste. Please place in designated compost bins.
- **Hazardous Waste:** Batteries, chemicals, sharp objects. Do not dispose of these in regular trash; refer to local guidelines for proper disposal.
- **General Waste:** Non-recyclable items. Place these in the general waste bin.

Disposal Schedule

Recyclables will be picked up every [Insert Day]. Organic waste will be collected weekly on [Insert Day]. Please ensure that your waste is out by [Insert Time].

Your cooperation is vital in helping us maintain cleanliness and protect our environment. For any questions or further information, please do not hesitate to contact me.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]