

Recycling Compliance Notice

Date: [Insert Date]

To: [Tenant's Name]

Address: [Tenant's Address]

Dear [Tenant's Name],

We hope this message finds you well. This notice serves as a reminder regarding the importance of recycling and your compliance with our community's recycling policies.

As a resident, you are required to separate recyclable materials from regular trash. Please ensure that items such as paper, plastics, glass, and metals are disposed of in the designated recycling bins.

Failure to comply with these recycling guidelines may result in further action. We appreciate your cooperation in helping us maintain a clean and sustainable community.

If you have any questions or need more information on recycling guidelines, please do not hesitate to contact the management office.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Property Management Company]

[Contact Information]