

# Dear Tenants,

We hope this message finds you well. As part of our ongoing commitment to sustainability and environmental responsibility, we are updating our recycling practices within our community.

## New Recycling Guidelines:

- All paper products, including newspapers, magazines, and cardboard, should be placed in the blue recycling bins.
- Plastic bottles and containers marked with recycling codes #1 and #2 are recyclable. Please rinse them before recycling.
- Glass bottles should be placed in the designated glass recycling bins.
- Food waste should not be placed in recycling; please dispose of it in the compost bins.
- Electronics and hazardous waste must be taken to the designated collection points.

We encourage everyone to be proactive in minimizing waste and maximizing recycling efforts. Together, we can make a positive impact on our environment.

## Upcoming Recycling Workshop:

Join us for a recycling workshop on **[date]** at **[time]** in **[location]**. Learn more about how you can contribute to a greener community.

Thank you for your cooperation and commitment to sustainability!

Sincerely,

[Your Name]

[Your Position]

[Property Management Name]

[Contact Information]