

# Recycling Guidelines Reminder

Dear [Tenant's Name],

We hope this message finds you well! As part of our commitment to sustainability, we would like to remind you of our recycling guidelines. Proper recycling helps protect our environment and reduces waste.

## Recycling Guidelines:

- Please rinse all recyclable containers before placing them in the recycling bin.
- Only use the designated recycling bins for paper, plastics, metal, and glass.
- Avoid placing non-recyclable items (e.g., plastic bags, food waste, electronics) in the recycling bins.
- Flatten cardboard boxes to save space in the recycling bin.

If you have any questions or need further clarification, feel free to reach out to us. Thank you for your cooperation in helping us create a cleaner and greener community!

Sincerely,

[Your Name]

[Your Position]

[Property Management Name]