

# Dear [Tenant's Name],

We hope this message finds you well. As part of our commitment to sustainability and creating a greener community, we would like to remind you of the eco-friendly guidelines we encourage all tenants to follow.

## Eco-Friendly Guidelines

- Reduce energy consumption by turning off lights and unplugging devices when not in use.
- Recycle paper, plastic, and glass using the provided bins.
- Compost organic waste using the designated compost bins.
- Limit water usage by fixing leaks and using water-saving fixtures.
- Use public transportation, biking, or walking whenever possible.

Your efforts in adhering to these guidelines contribute to a healthier environment for everyone. Thank you for being a responsible tenant!

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]