

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 the importance of recycling and waste reduction in our community.

Recycling Guidelines:

- Please use the designated recycling bins for paper, plastics, and glass.
- Rinse out containers before placing them in the recycling bin.
- Avoid placing non-recyclable items in the recycling bins.

Waste Reduction Tips:

- Opt for reusable bags when shopping.
- Compost food scraps whenever possible.
- Consider buying in bulk to minimize packaging waste.

Thank you for your cooperation in making our community a greener place. Together, we can make a difference!

Sincerely,
[Your Name]
[Your Title]
[Your Contact Information]