

Recycling Responsibilities Clarification

Date: [Insert Date]

To: [Tenant's Name]

Address: [Tenant's Address]

Dear [Tenant's Name],

I hope this message finds you well. I am writing to clarify the recycling responsibilities within our building. It is important that we all adhere to the recycling guidelines to maintain a clean and eco-friendly environment.

Recycling Guidelines:

- All recyclable materials must be rinsed and cleaned before placing them in the recycling bin.
- Only specific materials are eligible for recycling, including paper, cardboard, glass, and certain plastics (please check local regulations for details).
- Plastic bags, food containers, and other non-recyclables should not be placed in the recycling bin.
- Please ensure all items are properly sorted before disposal.

If you have any questions or need further clarification on our recycling program, please feel free to reach out. Thank you for your cooperation in keeping our community sustainable and clean.

Sincerely,

[Your Name]

[Your Position]

[Contact Information]