

# Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you that due to recent budget cuts, we regret to announce the cancellation of our recycling service effective [Cancellation Date]. This decision was not made lightly, and we understand the importance of recycling in maintaining our community and environment.

We appreciate your support and participation in the recycling program, and we encourage you to continue your recycling efforts at home. Resources for alternative recycling outlets can be found at [Local Resource Information].

Thank you for your understanding and cooperation during this challenging time. If you have any questions or concerns, please do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization Name]

[Contact Information]