

Dear [Recipient's Name],

We are excited to inform you about the new recycling stations set up in our community, aimed at promoting sustainable practices and reducing waste.

Recycling Stations Locations:

- Community Park - Near the main entrance
- Downtown Plaza - Adjacent to the city library
- City Hall - In the parking lot

What Can Be Recycled:

Please remember to recycle the following materials:

- Paper and cardboard
- Plastic bottles and containers
- Metal cans
- Glass bottles and jars

Recycling Practices:

To ensure successful recycling, please:

- Rinse containers before recycling.
- Remove any lids and caps.
- Avoid recycling items with food residue.

Together, we can make a significant impact on our environment. For any questions or more information, feel free to contact us at [Contact Information].

Thank you for your commitment to recycling!

Sincerely,

[Your Name]

[Your Position]

[Organization Name]