

Notice of Changes to Waste Management Strategy

Date: [Insert Date]

[Your Organization's Name]

[Your Organization's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to inform you of important changes to our waste management strategy that will take effect on [effective date]. These changes are designed to enhance our sustainability efforts and improve waste disposal processes.

Summary of Changes:

- **New Collection Schedule:** Waste will be collected on [new collection days].
- **Recycling Guidelines:** Please refer to the updated guidelines for recyclable materials effective [date].
- **Organic Waste Program:** We will be introducing an organic waste collection service starting [date].

We believe these changes will contribute positively to our community and the environment. We encourage you to review the new guidelines on our website at [website URL].

If you have any questions or concerns regarding these changes, please contact us at [contact information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Organization's Name]