

Composting and Waste Separation Rules

Date: [Insert Date]

To: [Community/Residents/Employees]

Dear [Recipient's Name],

As part of our ongoing commitment to sustainability and environmental responsibility, we would like to remind everyone of the essential rules for composting and waste separation.

Composting Guidelines

- Only biodegradable materials such as fruit and vegetable scraps, coffee grounds, grass clippings, and leaves should be placed in the compost bin.
- Avoid adding meat, dairy products, and oils as they can attract pests and create odors.
- Ensure the compost bin is kept in a well-ventilated area and turned regularly to speed up decomposition.

Waste Separation Rules

- Separate recyclables (plastic, glass, metal, paper) and place them in designated bins.
- Non-recyclable waste should be disposed of in regular trash bins.
- Hazardous waste, such as batteries and chemicals, should be brought to designated disposal sites.

Your cooperation is greatly appreciated in helping us maintain a clean and healthy environment. For any questions or concerns, please contact [Contact Information].

Thank you for your attention to this important matter!

Sincerely,

[Your Name]

[Your Position]

[Organization/Community Name]