

Equipment Recycling Notification

Dear [Supplier's Name],

We hope this message finds you well. As part of our commitment to sustainability and responsible waste management, we are notifying you of our upcoming equipment recycling initiative.

We will be recycling the following equipment:

- [Equipment Name 1]
- [Equipment Name 2]
- [Equipment Name 3]

All participating suppliers are encouraged to assist in the process by ensuring any equipment supplied to us that is no longer in use is securely and responsibly disposed of. Our recycling event will take place on [Date] at [Location].

Please confirm your participation and any equipment you may have for recycling by [RSVP Date]. Your cooperation is greatly appreciated.

Thank you for your attention to this important matter.

Best regards,
[Your Name]
[Your Position]
[Your Company]
[Contact Information]