

# Supplier Instructions for Equipment Disposal

Date: [Insert Date]

To: [Supplier Name]

Address: [Supplier Address]

Dear [Supplier Contact Name],

We are writing to provide you with instructions regarding the disposal of equipment that is no longer in use. Please follow the guidelines outlined below to ensure proper disposal in compliance with environmental regulations:

## 1. Equipment List

The following equipment is to be disposed of:

- [Equipment Item 1]
- [Equipment Item 2]
- [Equipment Item 3]

## 2. Disposal Methods

Please adhere to the approved disposal methods:

1. Recycling: Ensure that recyclable materials are separated and taken to a certified recycling facility.
2. Donation: If the equipment is still in working condition, consider donating it to a charity or local organization.
3. Landfill: If the equipment cannot be reused or recycled, use a licensed landfill service to dispose of the items responsibly.

## 3. Documentation

Complete and return the attached Disposal Acknowledgment Form once the disposal is completed.

## 4. Deadline

All equipment should be disposed of by [Insert Deadline Date].

If you have any questions or require further assistance, please do not hesitate to contact us at [Your Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]