

Dear Residents,

We are excited to announce the launch of our new Recycling Program aimed at reducing waste and promoting sustainability in our community.

Starting on **[Start Date]**, we will be providing each household with clearly labeled recycling bins to help you easily sort recyclable materials. We encourage you to participate by recycling items such as:

- Paper and Cardboard
- Plastics (#1 and #2)
- Cans and Glass Bottles

To kick off the program, we invite you to a Community Recycling Workshop on **[Workshop Date]** at **[Location]** from **[Time]**. Join us to learn more about the recycling process and how you can make a difference.

Thank you for helping us create a cleaner and greener community!

Sincerely,
[Your Name]
[Your Title]
[Organization/Community Name]