

Recycling Compliance Alert

Date: [Insert Date]

Dear [Recipient's Name],

We are writing to inform you about important updates regarding recycling compliance in our community. It has come to our attention that certain materials are not being disposed of properly in the recycling bins.

As a reminder, please ensure that:

- Only recyclable materials are placed in the recycling bins.
- Items should be clean and free of food residue.
- Non-recyclables, such as plastic bags and food containers, should be disposed of in regular trash bins.

Your cooperation is essential in maintaining an effective recycling program and helping us achieve our sustainability goals. Failure to comply with these guidelines may result in increased contamination rates and could jeopardize our recycling efforts.

If you have any questions or need further clarification on recycling guidelines, please feel free to contact us at [Contact Information].

Thank you for your attention to this matter and for your commitment to our community's sustainability.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]