

Recycling Compliance Follow-Up

Date: [Insert Date]

To: [Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We hope this message finds you well. We are reaching out to follow up on our previous correspondence regarding recycling compliance at [Facility/Location Name]. Ensuring adherence to recycling regulations is crucial for promoting sustainability and minimizing waste.

Please provide an update on your current recycling practices, including:

- Implementation of recycling programs
- Staff training on recycling procedures
- Current recycling rates and materials collected

We appreciate your efforts in supporting our community's recycling initiatives. If you require assistance or resources to enhance your recycling program, do not hesitate to contact us.

Thank you for your attention to this important matter. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization]

[Your Contact Information]