

Recycling Compliance Notification

Date: [Insert Date]

To: [Recipient Name]

[Recipient Address]

Dear [Recipient Name],

We are writing to inform you of our ongoing commitment to recycling compliance in accordance with local and state regulations. This notification serves as a reminder of your obligation to adhere to the recycling guidelines established for [specific materials or items].

As part of our compliance monitoring, we have conducted an assessment and found that there are areas where improvements can be made. Please review the attached guidelines and ensure that your recycling procedures align with these standards.

If you have any questions or need further clarification on the recycling process, please do not hesitate to contact us at [Contact Information]. We appreciate your cooperation in helping us maintain a sustainable environment.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]