

Recycling Compliance Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request compliance information regarding your organization's recycling practices. As part of our commitment to sustainability and environmental responsibility, we are seeking to ensure that all partners and vendors align with our recycling initiatives.

Specifically, we would appreciate if you could provide the following information:

- Details of your current recycling program
- Documentation of recycling materials handled
- Statistics on recycling rates and targets
- Any certifications or compliance reports related to recycling

We believe that transparent communication regarding recycling efforts can lead to stronger partnerships and a positive impact on our environment. Please send the requested information by [Insert Deadline Date], if possible.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]