

[Date]

[Resident Name]

[Unit Number]

[Property Name]

Dear Resident,

Welcome to [Property Name]! We are committed to maintaining an environmentally friendly community, and we invite you to participate in our property-wide recycling program.

To ensure the success of our program and to avoid contamination fees, please follow these guidelines:

### **1. Designated Recycling Areas**

Recycling bins are located at [Insert Location, e.g., the north end of the parking lot or the ground floor trash room]. Please do not leave items on the floor outside of the bins.

### **2. Accepted Materials**

The following items should be placed in the blue recycling containers:

- Paper (newspapers, magazines, mail, office paper)
- Cardboard (must be flattened)
- Plastic bottles and containers (labeled #1 through #7)
- Aluminum and steel cans
- Glass bottles and jars

### **3. Prohibited Items**

Do NOT place the following items in the recycling bins:

- Plastic bags or plastic film
- Food waste or liquids
- Styrofoam
- Hazardous waste (batteries, lightbulbs, electronics)

### **4. Preparation**

Please rinse all food and beverage containers before recycling. All cardboard boxes must be broken down and flattened to save space.

By following these simple steps, you help us reduce our environmental impact and keep our community clean. If you have any questions regarding waste disposal or recycling, please contact the management office at [Phone Number] or [Email Address].

Thank you for your cooperation.

Sincerely,

[Manager Name]  
Property Management Team  
[Property Name]