

Date: [Insert Date]

To: All Residents/Tenants of [Building Name]

Subject: Important Update: New Building Recycling Guidelines

Dear Residents,

To improve our building's sustainability efforts and comply with local environmental regulations, we are pleased to introduce upgraded recycling guidelines effective [Insert Date].

**Key Changes Include:**

- **Expanded Materials:** We now accept [List new items, e.g., Grade 5 plastics, glass, etc.].
- **Preparation:** All containers must be rinsed and free of food residue before disposal.
- **Sorted Collection:** Please separate paper and cardboard from plastic and metal containers using the new designated bins.
- **Contamination:** Please do not place plastic bags, greasy pizza boxes, or light bulbs in the recycling bins.

**Location of Facilities:**

The upgraded recycling station is located at [Insert Location, e.g., the Ground Floor Service Area]. New signage has been posted to help you identify the correct bins for your waste.

Reducing waste and recycling properly helps lower our building's environmental footprint and reduces disposal costs. We appreciate your cooperation in making [Building Name] a greener community.

If you have any questions regarding these new procedures, please contact the Management Office at [Insert Phone Number] or [Insert Email Address].

Sincerely,

Building Management  
[Building Name]