

[Date]

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

Subject: Notification of Updated Waste Disposal and Recycling Guidelines

Dear [Recipient Name/Resident/Tenant],

We are writing to inform you of important updates to our waste disposal and recycling procedures, effective [Effective Date]. These changes are being implemented to [reason, e.g., improve sustainability/comply with local regulations/reduce contamination].

Please review the updated guidelines below:

- **Accepted Recyclables:** [List items, e.g., Clean paper, cardboard, plastic bottles #1 and #2].
- **Prohibited Items:** [List items, e.g., Plastic bags, food waste, electronics].
- **Collection Schedule:** Waste will be collected on [Days] and recycling will be collected on [Days].
- **Sorting Requirements:** [Instructions, e.g., Please ensure all containers are rinsed and flattened before disposal].

Proper sorting is essential to ensure that our materials can be processed correctly. Failure to follow these guidelines may result in [mention consequences, e.g., missed collections or additional fees].

If you have any questions regarding these changes, please contact [Contact Name/Department] at [Phone Number] or [Email Address].

Thank you for your cooperation in keeping our community clean and sustainable.

Sincerely,

[Your Name/Management Team]
[Your Title]
[Organization Name]