

## Sample letter to tenants

Dear Resident,

(Building/company name) is pleased to announce a newly developed recycling program starting on (date). For the past few weeks we have worked closely with our waste collection service and the SLO Integrated Waste Management Authority to design a program that will best suit our building's needs. We have taken into consideration the size of the building, the number of tenants, and the amount of waste collected on a weekly basis.

Our building will implement a commingled recycling program, which means all recyclable materials can be placed in the same bin. Interior recycling bins for each unit will be provided free of charge, and (explain how recycling is to be taken out by tenant).

We encourage your involvement and hope everyone will join us in our effort to reduce waste and help create a greener SLO County. Please use the following list as a reference as you begin to recycle.

Recyclable materials include:

- Metal cans and foil
- Plastic bottles
- Glass jars and bottles
- Paper and junk mail
- Newspapers, Magazines and phone books
- Cardboard, paper bags, and food boxes

Thank you for your patience as we begin this program. If you have any questions or would like to offer any suggestions, please do not hesitate to contact (staff member and contact information).

Sincerely,

(Building manager)