

To: Building Tenants/Employees

From: \_\_\_\_\_

Date: \_\_\_\_\_

Subject: Recycling Program Participation

**[NAME OF BUSINESS]** is participating in the City of South Bend's Smart Businesses Recycle recycling program. The objective of the program is to assist businesses in starting a single-stream recycling service, increase recycling rates, and divert precious materials from the landfill. This program is a great opportunity to lessen our impact on the environment while also saving money!

For your convenience, building management has provided labeled and color-coded collection containers throughout the facility for proper separation. You are expected to review the information on the signs and for an easy-to-use guide. Attached for your convenience are the accepted materials for recycling. The building and its tenants may be subject to fines and additional charges for improper sorting.

We are also placing **[BLUE]** containers in the **[KITCHENETTES, LUNCHROOM, CAFETERIA, OTHER SPECIFIC SITES]** for the recycling of **[MATERIAL TYPE]**. Please try to make sure that cans and bottles are completely empty and clean. Make sure you do not mix these containers with trash or food waste!

Please contact property management if you do not know where the color-coded collection containers are located.

On **[DATE]** we will hold a series of brief 5-10-minute orientation meetings for all employees in **[PLACE]**.

The success of this program depends on each of us. **[NAME OF BUSINESS]** is committed to environmental responsibility. Increasing our waste diversion is good for the environment and our bottom line.

Thank you in advance for your efforts.

Sincerely,

**[NAME]**