

MODEL LETTER

TELL RESIDENTS ABOUT NEW RECYCLING PROGRAM RULES

Dear Resident:

We are excited to introduce a new rule regarding our recycling program at [*insert site name*]. As per Paragraph [*insert #*] of your lease, management has the authority to create and revise site rules to ensure a pleasant and sustainable living environment for everyone.

We have created a new rule requiring your participation in our recycling program. Recycling plays a vital role in protecting our environment by reducing the amount of waste sent to landfills, conserving natural resources, saving energy, and lowering greenhouse gas emissions. By participating in our recycling program, you're contributing to a greener, healthier community.

What to Recycle

- Paper (e.g., newspapers, magazines, cardboard)
- Glass (e.g., bottles, jars)
- Plastics (e.g., bottles, containers with recycling symbols)
- Metals (e.g., aluminum cans, tin cans)

What Not to Recycle

- Plastic bags
- Food waste
- Styrofoam
- Hazardous materials (e.g., batteries, electronics)

Recycling bins are conveniently located at [*specify locations*]. Our collection schedule is [*specify days and times*]. To ensure efficiency, please make sure all recyclables are clean before placing them in the bins.

This new recycling rule will take effect [*insert #, e.g., 30 (thirty)*] days from the date of this letter, or on [*insert date*]. We have attached a copy of the updated site rules for your review, with the new recycling rule clearly highlighted.

Please note that compliance with this new rule, as with all site rules, is mandatory. Failure to comply may result in a violation of your lease and could lead to eviction.