

[Company/Organization Name]
[Address Line 1]
[City, State, Zip Code]
[Date]

Subject: Notification of New Waste Management and Recycling Procedures

Dear [Recipient Name/Residents/Employees],

This letter is to formally notify you of the updated waste management and recycling procedures that will take effect on [Effective Date]. These changes are being implemented to improve environmental sustainability and ensure compliance with local regulations.

Key Changes and Procedures:

- **Waste Segregation:** All waste must be separated into the following categories: General Waste, Recyclables (Paper/Plastic/Metal), and [Organic/Electronic] Waste.
- **Collection Schedule:** Waste collection will now take place on [Days of the Week] at [Time].
- **Approved Containers:** Please use only the provided [Color] bins for recycling and [Color] bins for general waste.
- **Prohibited Items:** Items such as batteries, chemicals, and sharp objects must not be placed in standard bins. These require special disposal via [Specific Procedure].

Proper sorting is mandatory. Failure to follow these procedures may result in [Consequences, e.g., missed collections or fines].

Detailed guidelines and a collection calendar are attached to this letter for your reference. If you have any questions regarding these new procedures, please contact [Department Name] at [Phone Number] or [Email Address].

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

Sincerely,

[Your Name]
[Your Title]
[Company/Organization Name]