

[Sender Name]
[Sender Title]
[Company Name]
[Date]

[Recipient Name]
[Recipient Title/Project Manager]
[Contractor/Subcontractor Company Name]

Subject: Site Waste Management and Environmental Compliance Notice

Dear [Recipient Name],

This letter serves as a formal notification regarding the Site Waste Management Plan (SWMP) and environmental compliance requirements for the project located at [Project Site Address].

As part of our commitment to environmental sustainability and legal regulatory adherence, all parties operating on this site are required to comply with the following protocols:

- **Waste Segregation:** All waste materials must be sorted at the source into the designated containers for wood, metal, masonry, hazardous materials, and general waste.
- **Documentation:** Waste Transfer Notes (WTNs) and Consignment Notes for hazardous waste must be completed and submitted to the site office prior to any material leaving the premises.
- **Spill Prevention:** All liquid chemicals and fuels must be stored in bunded areas. Spill kits must be accessible at all times.
- **Legal Compliance:** All activities must align with [Local/National] environmental protection acts and waste duty of care regulations.

Failure to adhere to these waste management procedures may result in work stoppages, financial penalties, or the removal of non-compliant personnel from the site.

Please acknowledge receipt of this letter and ensure that these requirements are communicated to all staff and sub-contractors under your supervision.

Sincerely,

[Signature]

[Sender Printed Name]