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| |  | | --- | | **Hello Everyone!**  Since businesses generally produce over from 35-45% of the total Municipal Solid Waste (MSW) generation, it is critical that we do our share to help meet the recycling goal. Recycling has an additional benefit of reducing our waste disposal expenses, which helps lower the building’s operating costs. And of course, recycling helps preserve natural resources – every ton of paper recycled saves 17 trees!   With this in mind, we are implementing a new recycling program in our offices! I encourage you to actively participate in our company’s recycling effort.  ***[Choose one of the following]***  *1.Visit our website here for more information --> www.yourwebsite.com 2.You will receive a flyer that describes more about our program shortly!*  The custodial staff will collect the office recycling from centralized containers located throughout the office. In addition, you can call ***<Name of Contact>*** at***<Phone number>*** to obtain desk-side containers you need one. These containers make it very easy for employees to recycle paper at their desks.   With everyone’s participation, I am confident that we can do our part to help the county's recycling efforts. If you have any questions, please call me at ***<Phone number>***.   Thank you for your assistance and participation.    Sincerely,  ***<Name of Contact>*** *Sustainability Coordinator,****<Organization Name>*** | |