|  |  |
| --- | --- |
| |  | | --- | | **A Recycling Program Update!** | |

|  |  |
| --- | --- |
| |  | | --- | | **Hello Everyone!**  ***<Organization Name>*** is currently doing a pretty good job minimizing waste and recycling. However, we could be doing better – most of the trash that comes out of a facility like ours can be recycled (nearly 90%)!   Our recycling efforts are important because ***[Choose one of the following]***  *1. The****<Name of County>****must meet a State-mandated goal of recycling****<recycling percentage>****of its trash by the year****<year>****, or face fines of up to****<fine amount>****per day.  2. Recycling can significantly reduce our waste management costs so we can spend money on more important projects.*  *3. Recycling plays a significant role in the growing concern of climate change and the thought process towards sustainability.*  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.   With this in mind, I would like to remind everyone of the recycling details and opportunities available at ***<Organization Name>***  ***[Choose one of the following]***  *1.Visit our website here for more information --> www.yourwebsite.com 2. Contact****<Name of Recycling Contact>****at****<Phone Number>****to receive the flyer that describes more about our program!*  I encourage you to read this information carefully and actively participate in the program. In addition, employees can obtain a recycling container for their work area by calling***<Name of Recycling Contact>***at***<Phone Number>***. This person can also answer any questions that you have regarding the recycling program.   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 ***<Name of Recycling Contact>*** at ***<Phone Number>***.   Thank you for your assistance and participation.    Sincerely,  ***<Name of Contact>*** *Sustainability Coordinator,****<Organization Name>*** | |