



Sample email memo for tenants at multi-family property

As of [DATE], [BUILDING NAME] recycles!

On [DATE], [PROPERTY] will begin a new recycling program. We are excited to launch this new program, which will help us divert waste and do our part to reduce our impact on the local community.

The recycling program is simple and straightforward – and it will require a few small changes in our daily habits.

Recycling bins available for all tenants are located at [LOCATION].

Please make an extra effort to recycle the following commonly used items:

- Paper of any kind (newspaper, printer paper, magazines, letters)
- Cans (beverage, soup, etc.)
- Cardboard of any kind
- Plastic containers marked #1 - #7 (no plastic bags or Styrofoam)
- OTHER ITEMS

Included in this packet is a [FLYER, MAGNET, ETC.] featuring the items that are now recyclable. Please take a moment to review what should go in your new recycling bin and place this flyer somewhere you can refer to it often.

The success of the program is on all of our shoulders! [PROPERTY NAME] remains committed to environmental stewardship and leading by example. Thank you in advance for your support. If you have any questions, please direct them to [PERSON].