

(Commercial Complex/Business Name) Has a New (or Improved) Recycling Program!

Dear *Employee/Tenant*,

A new City of San Diego Ordinance (O-2008-30) requires all businesses and residences (including apartments and condominiums) to recycle. *(Commercial Complex/Business Name)* must comply with the ordinance, and has set up a new recycling program for our *employees/tenants*.

Starting on *(date)* you will see *(quantity and color)* recycling container(s) *in (each copy room/lunch room/by the back door/next to the trash dumpster...)*. The containers are well marked with recycling signage.

Please separate the following items and only dispose of them in the recycling bins: **plastic and glass bottles and jars, paper, newspaper, metal containers and cardboard**. Do not place trash or any other items not listed above inside the recycling containers. If a recycling container is contaminated with trash, the program could be jeopardized and we may be charged a higher fee for the disposal of that load.

Remember, by recycling more you will not only help the local environment but the global environment since recycling saves resources and energy, reduces pollution and greenhouse gas emissions, and creates jobs.

If you have any questions about the recycling program, you may contact me at *(phone number and/or email address)*. For your convenience, recycling information has also been posted *on bulletin boards*.

(Commercial Complex/Business Name) is happy to be able to offer this program to our *employees/tenants* and help make the environment in San Diego a cleaner place. Let's not waste a good thing!

Sincerely

Property Manager/Business Owner