

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

Dear Resident,

A new City of San Diego Ordinance (O-2008-30) requires all businesses and residences (including apartments and condominiums) to recycle. **(Complex Name)** must comply with the ordinance, and wants to be environmentally responsible. In order to do this, we set up a new recycling program for our residents.

Starting on **(date)** you will see **(quantity and color)** recycling container(s) **at (each trash enclosure/inside each garage/by the complex entrance/in place of the trash dumpster on the west side of the complex/...)**. The containers are well marked with recycling signage.

Please separate the following items at home 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 dumpster is contaminated with trash, the program could be jeopardized and the complex might 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 complex's recycling program, you may contact me at **(phone number and/or email address)**. For your convenience, recycling information has also been posted **on complex bulletin boards**.

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

Sincerely

Property Manager