

(DATE)

(FIRST NAME) (LAST NAME)

(ADDRESS 1)

(ADDRESS 2)

(CITY), (STATE) (ZIP)

To our neighbors at (APARTMENT NAME):

(CITY NAME) apartment, public housing, condominium and town home residents recycled over (NUMBER OF TONS) tons of material in (YEAR)—that's more than (NUMBER OF POUNDS) pounds! We are happy to inform you that (APARTMENT NAME) contributed much to our collective success by recycling (NUMBER OF POUNDS) pounds of materials in (YEAR).

We appreciate your commitment to this program and we want you to know that you have made a difference. The recycling efforts of (CITY NAME) residents in (YEAR):

- Saved over (NUMBER OF TREES) trees from being cut down
- Reduced greenhouse gas emissions by about (NUMBER OF METRIC TONS) metric tons of carbon equivalent (MTCE), equal to the average amount saved by keeping (NUMBER OF CARS) cars off the road for a year
- Conserved over (NUMBER OF BTUs) BTUs of energy, enough to fill the average energy needs of (NUMBER OF HOUSEHOLDS) households for a year

It costs less to create new products from recycled material, so this saves you money as a consumer in the long run. And, by recycling more and producing less garbage at your building, you can reduce your garbage service—and your garbage bill—to save money.

To take advantage of the **FREE** recycling information we offer, please complete the enclosed form and return it postage-free or call our hotline. If you have any questions or concerns about your recycling program, please feel free to call me at (PHONE NUMBER). Thank you for recycling.

Sincerely,

(NAME)

(TITLE)

P.S. We look forward to hearing back from you!