Dear Resident of (Building/Condo/CoOp name),

I am pleased to announce that we will soon be starting a recycling program in our building. The City of Chicago is transitioning towards the Blue Cart program and is promoting source-separated recycling to all residents. Recycling in multi unit residential buildings is required per the City ordinance, so I ask you to please read this letter with special attention.

Over the past several weeks, the (insert building management company/condo board name) has worked with our currently contracted waste hauler to set up our building’s recycling program. We have taken into consideration our building’s current waste handling practices and tried to learn from the successful recycling programs operated in other multi-unit buildings. Thanks to everyone for their patience in making our program a success. We appreciate any input you may have on the program.

For us to maintain a strong recycling program, we need your cooperation. We are asking for your commitment with a pledge card program. Look for the pledge card to be distributed to your unit within the next few weeks.

Attached is a helpful poster which outlines our recycling program. This poster details your responsibilities in preparing recyclable materials for collection. You may want to keep the information in a convenient spot in your home for easy reference. Once you have prepared your recyclables according to these guidelines, bring them to the recycling storage area located in (insert location in building). We will monitor this location closely, but ask your cooperation in keeping it clean and free of debris. For your information, the recycling receptacles will be emptied (insert day and time).

Some residential buildings are recycling 50 percent of their total waste. To begin our program, our building will try to recycle at least 30 percent of the waste leaving our building. We will keep you informed of our progress and continue to provide tips and information to you.

Thanks again for your interest and cooperation. If you have any questions, please contact (insert name) at (insert phone number or email address).

Sincerely,

Building Manager/Condo Board/Building Owner