[Organization Name/Logo]

[Address]

Dear Custodial Staff,

Due to the problems that plastic bags pose at the recycling facility, the City of Boise is **no longer allowing bagged recyclables**. Recyclable materials are now required to be loose in the recycling [cart(s)/dumpster(s)], just like at home.

Please continue to use clear bags when collecting recyclables, but empty the recyclable material into the recycling [cart/dumpster] and place the bag in the trash.

Thanks for your help in continuing to make our recycling program work!

Sincerely,

[Organization/Manager Name]