[Organization Name/Logo]

[Address]

Dear Employee,

Due to changes in international markets for recyclable materials, the City of Boise must change the plastic items that can be recycled going forward. I ask your help in keeping our recyclables high-quality by following the new guidelines:

* The only plastics allowed in recycling are bottles, jugs, and jars that are marked with a #1 or #2 (examples include empty soda and juice bottles, and milk and detergent jugs).
* No other plastic items can go in recycling, including water bottles, and plastic bags and films (like shrink wrap).
* When in doubt, keep it out. If you’re not sure if something is recyclable, it’s better to throw it out than contaminate the rest of the recycling material.

Continue to recycle cardboard, metal containers, and paper (office/copier paper, newspapers, magazines and catalogs) as normal.

Look for the new posters near recycling bins for more info, or visit [www.curbitboise.org/recycling/commercial](http://www.curbitboise.org/recycling/commercial) for a more detailed list of what goes in recycling.

Thanks for doing your part to maintain the quality of recyclable materials collected from our organization.

Sincerely,

[Organization/Manager Name]