

Memo

Date: 3/11/2008

To: Property Management Company, Manager Name, Street Address, City, NC, ZIP

Cc: Building Occupants

From:

RE: Recycling at ADDRESS
Attachments

NC Department of XXXXXXXXXXXX Division of XXXXXXXX is a tenant in the 555 Market Street building in CITY, NC on the Xth floor, Room 555. We are interested in having a recycling program implemented in the building and need your assistance.

As a state agency, we are required to recycle paper, cardboard, glass, plastic and aluminum. We have included our legislative directives requiring this of all state agencies. Our office would be very interested in working with you to implement this program. We surveyed the tenants and found XXXX other state agency tenants in the building, occupying four of the seven floors. Of the other businesses, the majority of them expressed interest in participating in a building recycling program.

As the trash and cleaning contracts are contracted and managed by you, the property manager, we expect that the recycling program will follow suit. We have gathered some resources regarding office recycling programs and local collection options, which we would be happy to share and discuss with you. We appreciate your attention to this matter and look forward to hearing from you regarding our options. You can contact me, XXXX XXXXX, at 999-555-9999 or xxx.xxxx.@xxx.com.

3/11/2008