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To whom it may concern,

I am writing to you as a committed recycler and concerned resident. Recycling is an issue that is close to my heart. However, it is also something that affects all of us. Recycling gives our resources another life which helps protect the environment.

Unfortunately, I have noticed that there is no bottle bank in my neighbourhood.

I am therefore writing to ask if you would be willing to install one. It is something that would benefit the whole community.

Yours sincerely,