Dear [OGS company name / point of contact],

**Ref. Notice of safe disposal for off-grid solar e-waste**

[E-waste service provider/recycler name] received[number] Kg of e-waste from your company on [dd/mm/yyyy].

This letter is to confirm that the products and components we received have been dismantled and processed.

The following fractions were obtained after dismantling: [*insert pie chart from mass balance sheet, example below*]

To safely dispose of the fractions obtained, [insert company name] evaluated and selected the best available actions. The list below defines the actions taken for each fraction:

[Insert data from mass balance sheet, example below:]

|  |  |  |  |
| --- | --- | --- | --- |
| **Total Fractions Obtained**  | **Percentage**  | **Received (kg)** | **Safe Disposal Actions** |
| **Total** | 100.00% | 7600 |   |
| **Fractions** |   |   |   |
| Printed Circuit Board / Motherboard | 10.5% | 800 | Recycled |
| Lithium Batteries | 18.4% | 1400 | Recycled |
| Lamps | 46.1% | 3500 | Recycled |
| PV panels | 5.3% | 400 | Recycled |
| Cables | 6.6% | 500 | Recycled |
| TV Flat Panels (dismantled) | 1.3% | 100 | Incinerated |
| Copper | 7.9% | 600 | Incinerated |
| Plastics | 2.6% | 200 | Recycled |
| Other non-ferrous metals | 1.3% | 100 | Landfilled |

This notification serves to confirm the work that has been completed on behalf of [OGS company name]. If you have any questions, please reach out to the contact number/email below.

Yours sincerely,

[*signature*]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name / Role / Organisation + Company stamp if required

Dd/mm/yyy

Tel number:

Email address: