



Dear

As you may know, reducing plastic and foam waste is an important issue in today's society. This is an issue that I and many others employed at \_\_\_\_\_ care deeply about and work towards outside of the office. We have been inspired by [ditchplasticpackaging.com](http://ditchplasticpackaging.com) to think of other ways to make an impact.

At \_\_\_\_\_, we are already great at \_\_\_\_\_. I have been researching other measures that we can take to reduce our plastic and foam footprint. Some ideas I have collected are:

- Hold a one-time sustainability and plastic and foam talk to educate our colleagues; we can work with a local environmental group to provide the discussion topics.
- Provide unlimited filtered tap water so that everyone can refill water bottles throughout their workday.
- Reduce plastic by using reusable coffee mugs.
- Ask our team for ideas to cut plastic in their roles.
- Request that suppliers use less plastic packaging.
- Organize a park, river, or beach clean for employees.
- When ordering takeout for the office, refuse plastic and foam plates and cutlery. Instead, use the reusable items we already have in our office kitchen.
- Give eco-friendly and reusable items for employee and supplier gifts.

Cutting single-use plastic and foam usage at our business level can result in significant reductions in plastic waste and affect colleagues, customers, suppliers, competitors, and the wider community. Any steps we take can be shared in our company's sustainability mission and be shared on our website.

I am happy to spearhead this initiative. Do you think we could set up a time to meet about this?

I look forward to hearing from you soon.

Sincerely,