SUBJECT: Recycling program at <*Insert name of company*>

Hello <*Insert name of person, team name or just say “all”>*,

I’m writing because <*Insert name of company>* does not currently have a recycling program. Myself and many fellow co-workers are concerned about this. We would like to see recycling offered at our workplace, not only because we personally believe in the necessity to recycle, but also because we understand there exists a corporate responsibility to reduce the environmental impact of operations.

I have done some research into corporate recycling programs, and found that Green Living Science (GLS) offers a competitive package, including reduced pricing for a specific vendor, staff education programming and data tools. In addition, GLS operates a Bee Green Certification for business in Detroit. If <*Insert name of company*> becomes Bee Green certified, we can use this as an advertising and PR tool.

Currently, I am collecting my own materials at work and bringing them to a recycling center myself. I also collect materials from fellow co-workers, of whom also are looking forward to a future at <*Insert name of company*> that addresses basic environmental issues.

I would appreciate setting up a time to meet to discuss potential programs. Let me know what days and times work best for you.

Thank you,

<*Insert name*>

Please consider the environment before printing this email.

For more information about recycling in Detroit visit BeeGreenBusiness.org