



That's a WRAP!

Waste Reduction Analysis Project

Do you want our environment to make the final cut?

Write wrapteam@district196.org or contact Amy Eich, District 196 Community Education at 651-423-7926.

Contact Name, Title
Business Name
Address
City, State ZIP

March 4, 2003

Dear **Mr./Ms. Contact's Last Name**,

Thank you for agreeing to participate in the Waste Reduction Analysis Project (WRAP). We appreciate the opportunity to learn more about your business. During this process, we will apply what we have learned about waste management to help you reduce your environmental footprint and, possibly, save money in the process.

It is our goal to share the message of the WRAP program with you and your colleagues and to learn from what you already do to manage your waste. We hope that we can offer you some useful suggestions to consider as you continue to manage materials use and waste in the coming years.

As I indicated in our initial conversation, I am including with this letter of introduction the following items. Please note which items need to be completed and returned; you can fax these to the attention of Amy Eich at 651-423-7930 or mail them to her at 15180 Canada Avenue, Rosemount MN, 55068.

- Waste Reduction Methods Checklist (complete and return)
- Pre-Assessment Questionnaire (complete and return)
- Disclaimer & Waiver (complete and return)
- WRAP Brochure

We look forward to meeting with you at the time we discussed (indicate below):

DATE/TIME/LOCATION OF INITIAL MEETING

If you have any questions, please contact the team coordinator Amy Eich at 651-423-7926 or e-mail the team at wrapteam@district196.org. Thank you, again, for your assistance with our project.

Sincerely,

Team Member's Name
WRAP Team Member