

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Return address:
Name
Address Line 1
Address Line 2
City, State Zip Code

Date

Name
Company
Address Line
City, State Zip Code

Re: Employee's Suggestion for Company Meeting

Dear :

I have observed that there is an excessive waste of recyclables at {Name}. I have done much research regarding this issue. I would like to suggest a meeting for {date} to present this information and explain how a recycling effort would not only benefit the environment but also be beneficial to {Name}.

Please contact me regarding the date of this meeting.

Sincerely,

N A M E