

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
Address Line
City, State Zip Code

Re: Earth Day

Dear :

The earth does such a wonderful job of feeding us, clothing us, and housing us that I wanted to take this time to drop you a note to say "Happy Earth Day!" Of course, this note is printed on 100% recyclable paper. Today, may we all appreciate what the earth does for us and remember to be kinder to it, not only today, but forever. We should remember that this is the only earth we have and it has to last.

So in celebration of earth day, begin a habit that will be received for generations to come: Recycle, plant a tree, carpool, pick up that piece of litter, and don't forget to turn the lights off (after you leave the room).

Sincerely,

N A M E