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| |  | | --- | | Hello Everyone!  ***<Organization Name>*** is currently doing a great job recycling!  During the 1st Quarter of ***<year>,*** we were able to recycle the following:   * ***<# of pounds>*** pounds of ***<stream #1>*** * ***<# of pounds>*** pounds of ***<stream #2>*** * ***<# of pounds>*** pounds of ***<stream #3>*** * ***<# of pounds>*** pounds of ***<stream #4>***   In addition, our efforts conserved ***<Gallons of water>*** gallons of water, ***<Barrels of oil>*** barrels of oil, and reduced air pollution by ***<Number of pounds>*** pounds.  With this in mind, I would like to remind everyone of the recycling opportunities available here at ***<Organization Name>.*** Each desk should have a deskside container for paper recycling; when these containers are full, they may be emptied into the centralized recycling stations found in ***<room (i.e copy room)>*** or other central locations.  Please keep up the good work. If you have any questions, you can reach me by replying to this email!  Thank you for your assistance and participation!  Sincerely,   ***<Name of Contact>*** Sustainability Coordinator,***<Organization Name>*** | |