[DATE]

[NAME]

[TITLE/POSITION]

[INSTITUTION/ORGANIZATION]

**RE: ECO-FRIENDLY PRACTICES IN [NAME OF HOTEL/RESORT]**

Dear Mr./Ms. [NAME]:

I recently stayed in [NAME OF HOTEL/RESORT] in [LOCATION] from [DATE] to [DATE]. I am writing to express my concern about the volume of non-biodegradable wastes generated and other wasteful practices of [NAME OF HOTEL/RESORT]. I observed the following: [EDIT BASED ON EXPERIENCE:

* Meals were served in Styrofoam/plastic packaging, with plastic utensils.
* Linens and towels were changed every day
* Toiletries were all in sachets.
* Only bottled water was available, along with plastic cups.
* Meals at the buffet were served in cling wrap.
* Coffee, along with the sugar and cream, was served in sachets with disposable stirrers.
* Straws were served with every drink by default.

The tourism industry plays a big role in environmental conservation. Hotels, especially, have the potential to lead in eco-friendly practices. That said, [I/we] urge you to consider the following suggestions in your operations. These practices are being done in hotels and resorts around the Philippines, and around the world. They are time-saving, water-saving, and/or cost-efficient:

[EDIT AS APPROPRIATE:

* Start a linen and towel reuse program: place a sign in the bathroom and by the bed indicating that the linens and towels will only be changed upon request, or only after a specific number of days
* Require the restaurant to use non-disposable plates and utensils
* Provide straws only upon request or for participants with medical needs
* Serve brewed coffee or instant coffee in bulk containers or glass jars, which are recyclable
* Serve sugar, cream, soy sauce, ketchup in glass jars, which are recyclable
* Use reusable teaspoons as stirrers
* Put metal covers over meals
* Provide at least two trash bins in the room: one for recyclables and non-recyclables
* Serve water in pitchers or provide a water dispenser on every floor
* Use organic, natural, biodegradable cleaning products
* Use local ingredients or locally-sourced ingredients for the meals
* Use natural daylight during the day instead of turning on all lights in common spaces
* Orient the staff members about these practices and why they’re important

If there is an opportunity to renovate, you may want to consider low-flush toilets; water-efficient showerheads; LED lightbulbs; and a grey water recycling system. It would also be best for the electricity to automatically turn off when the guests are not in the rooms.

We hope that our well-intended suggestions merit your consideration.

Yours truly,

[NAME]

[CONTACT INFO]