[DATE]

[NAME]

[TITLE/POSITION]

[INSTITUTION/ORGANIZATION]

**RE: COMMENDATION FOR ECO-FRIENDLY PRACTICES IN [NAME OF EVENT]**

Dear Mr./Ms. [NAME]:

I was one of the participants of the recently concluded [NAME OF EVENT] in [LOCATION] on [DATES]. [IF APPROPRIATE: Congratulations for a well-attended event.]

I am writing to commend the organizers’ efforts to reduce plastic wastes and other disposable items during the event, specifically the following practices: [EDIT AS APPROPRIATE:

* Double-sided printing for handouts
* Electronic announcements and promotional materials
* Use of scratch paper for attendance sheets and/or other sessions
* Giveaways were not individually wrapped in plastic
* Participants were required to bring their own reusable food containers (*baunan*) and utensils for their meals, and jug/tumbler for their drinks
* Caterers used non-disposable plates and utensils
* Straws were only available upon request or for participants with medical needs
* Brewed coffee or instant coffee was served in bulk containers/glass jars instead of sachets
* Sugar, cream, soy sauce, and ketchup were served in glass jars instead of sachets
* Reusable teaspoons were provided as stirrers
* Metal covers were used to cover meals instead of cling wrap

[INSERT PHOTOS FROM THE EVENT IF APPLICABLE]

In 2015, a scientific study named the Philippines as the third on the list of countries dumping plastic in the ocean. If we continue business as usual, it has been predicted that there would be more plastic than fish in the ocean by 2050. This is not the future we want for ourselves and for future generations, and your initiatives have made a big difference in helping reduce the wastes entering our seas, streets, and dumpsites. I hope you continue these practices in your future events, and that your initiatives will serve an example to other event organizers.

Thank you very much!

Yours truly,

[NAME]

[CONTACT INFORMATION]