

# Dear [Recipient's Name],

We are excited to announce the upcoming [Event Name] taking place on [Date] at [Location]. As we gather to celebrate and connect, we want to take a moment to encourage eco-conscious behavior throughout the event.

In an effort to minimize our environmental impact, we invite you to consider the following practices:

- Bring your own reusable water bottle to stay hydrated.
- Use public transportation, carpool, or bike to the event.
- Avoid single-use plastics by opting for compostable or recyclable materials.
- Participate in our recycling program during the event.
- Engage with our local eco-friendly vendors who prioritize sustainability.

Your commitment to these practices not only helps reduce waste but also sets a positive example for others in our community. Together, we can make a difference and promote a greener future.

Thank you for your support in making [Event Name] eco-friendly!

Sincerely,  
[Your Name]  
[Your Title/Organization]