

# Letter of Commitment to Reducing Waste at Conferences

Date: [Insert Date]

To: [Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Address]

Dear [Recipient Name],

As we prepare for the upcoming [Conference Name] scheduled on [Conference Date], we recognize the importance of environmental sustainability and are committed to taking actionable steps towards reducing waste during the event.

We hereby pledge the following initiatives:

- Encouraging all participants to use digital materials instead of printed handouts.
- Providing recycling stations throughout the conference venue.
- Working with caterers to minimize food waste and offering vegetarian options.
- Utilizing eco-friendly products for all conference materials.

We believe that collective efforts towards sustainability can have a positive impact, and we invite all attendees to join us in this commitment.

Thank you for your support in creating a more sustainable conference experience.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]