[DATE]

[NAME]

[TITLE/POSITION]

[INSTITUTION/ORGANIZATION]

**RE: COMMENDATION FOR 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 commend [NAME OF HOTEL/RESORT]’s efforts to reduce plastic wastes and other disposable items, and other eco-friendly initiatives, especially the following practices:

[EDIT AS APPROPRIATE:

* The linen and towel reuse program
* Teaspoons were used instead of stirrers
* A trash bin for recyclables was provided
* Sugar, cream, soy sauce, and ketchup were served in glass jars instead of sachets
* Water was served in pitchers instead of plastic bottles and water dispensers were available
* Organic, natural, biodegradable cleaning products
* Local ingredients or locally-sourced ingredients were used for the meals
* Natural daylight was maximized instead of leaving the lights on the whole day
* Staff members were knowledgeable about the eco-friendly practices
* 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 or glass jars instead of sachets
* Metal covers were used to cover meals instead of cling wrap

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 [NAME OF HOTEL/RESORT] continues these practices, and that your initiatives will serve an example for the entire industry to emulate.

Thank you very much!

Yours truly,

[NAME]

[CONTACT INFO]