**Template Email/Letter of Engagement for Cafes**

To whom it may concern,

**Introducing the Reusable Workplace Program**

[Business name] is proud to introduce our Reusable Workplace Program, which aims to cut down single-use plastics, particularly coffee cups, across our workplace.

As part of this initiative, our staff will take steps to reduce waste, and we’d love for your business to be involved. Since our team frequently visits your establishment, we see a great opportunity to collaborate on promoting reuse. In return, we’ll promote your business to our employees.

As a first step, we’d love to meet and talk through ideas. [Program committee member name] is leading this project and can be reached at [contact details].

By working together, we can reduce plastic waste and build a more sustainable future. We look forward to hearing from you!

Kind regards,

[Program committee member name]