**Office Memo**

Write Company Name Here - Write Company Location Here

Contact No - 111-222-3333 - [www.yourwebsitehere.com](http://www.yourwebsitehere.com)

Date: (Date)

To: All Employees

From: (Recycling Coordinator)

**RE: Recycling Program Achievements**

(Company Name) is currently doing a good job recycling. During the 1st Quarter of 2000, we were able to recycle (Fill in pounds) pounds of office paper; since each ton recycled saves 17 trees, we saved (Number of trees) trees this quarter.

In addition, our efforts conserved (Gallons of water) gallons of water, (Barrels of oil) barrels of oil, and reduced air pollution by (Number of pounds) pounds.

With this in mind, I would like to remind everyone of the recycling opportunities available here at <Company Name>. Each desk should have a deskside container for paper recycling; when these containers are full, they may be emptied into the large barrels found in copy rooms or other central locations. Flattened cardboard may also be placed in these areas.

Please keep up the good work. If you have any questions, you can reach me at (Phone Number).

**Thank you for your assistance and participation!**

**Formulas**

Trees saved: (Pounds of paper/2000) x 17 = trees saved

Water saved: (Pounds of paper/2000) x 7000 = gallons of water saved

Oil saved: (Pounds of paper/2000) x 4 = barrels of oil saved

Pollution reduced: (Pounds of paper/2000) x 60 = pounds of air pollution reduced