**Template Letter for Suppliers**

*If you have not yet sourced suppliers for your back-of-house needs, we encourage you to investigate suppliers who provide better options to plastic, such as returnable/reusable packaging or compostable items that can be placed in your composting stream (make sure these options are compostable, not just biodegradable).*

*Use this template to adjust as required and send to your suppliers to request better packaging options. This is worth doing even if you think they will say no.*

Dear [Insert Name of supplier],

[Event Name] is going plastic free/ zero waste this year. As part of this initiative we would like to reduce single-use plastic packaging as much as possible. Not only is this good for the environment, it also helps us reduce our waste disposal costs.

We plan to order [insert goods] for the event. We are writing to ask if you are able to supply these goods in:

* reusable packaging that can be returned to you for re-use (preferred) or
* 100% compostable packaging that can be composted through our waste stream.

Please let us know if this will be possible. We would be pleased to promote your part in the improved environmental outcomes of our event.

Kind Regards,

[Event Organiser]