To: The office staff

From: Managing director of Company ABC

Regarding: Misuse of paper in the office

Respected staff,

I am glad to inform you all that we have devised a policy in the company according to which, we will prevent the misuse of paper in the office. We all know that paper is manufactured with the help of trees. When we waste paper, we waste trees. Therefore, we should try to make sure that we make the minimum use of paper in the office.

I have seen so much paper wastage during my last visit to all the offices of the company. I was so sad and depressed to see that no one seemed to bother with the wastage of paper. The paper misuse not only creates a mess in the office but also causes damage to the environment. Therefore, I would like to remind all of you not to misuse the paper. Any kind of communication can be carried out electronically. Additionally, notes can also be taken digitally.

I hope that you will acknowledge the step taken by the company to save the environment.

Sincerely,

Name of the recipient

Signatures

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