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no_reply@example.com

1234 Main Street
Anytown, State
ZIP

April 25, 2016

Trenz Pruca
Company Name
4321 First Street
Anytown, State ZIP

Dear Mr. Pruca,

My name is **(your name)**, and I am a senior at Yale. I would like to start a recycling program around campus where customized bins will be used to collect recyclable plastic bottles and aluminum cans to create revenue that will be donated to charitable organizations in the New Haven community.

I understand that Yale currently utilizes single-stream recycling, but that is something for which my team and I will account in the analysis of collection data. The reason I am contacting you is to obtain permission to place these bins in an area for which you are listed as the facility superintendent. Our bins will have a different shape and coloration from campus recycling bins - a wooden enclosure that encases two 16 gallon recycling bins with a coloring scheme created by an art student. Specifically, we wish to place a bin at **(the location)**. Signage will be attached to the bin to inform anyone walking by what the bins are for, how to use them properly, and the businesses sponsoring the bins.

To prevent any additional hassle to facility employees, we would service the bins - monitoring them twice a week and emptying them as needed. In fact, it would help us greatly if the bins were not serviced by facility staff, as we will be taking them to a different location than where the single-stream recycling is taken.

Please let me know the following:

Do we have permission to place the bin(s)?

Are there any stipulations or alterations you require to our current experimental plan?

Are there any questions I can answer that will help you in the decision process?

Thank you for your consideration,
Jon
