**From**: Dr. Waded Cruzado, MSU President

**To**: MSU Students

**Subject**: Sustainability

**Date**: February 3, 2019

Dear Montana State University students,

I have an amazing opportunity for those of you who live in our Residence halls! As a campus and a community, we have the chance to help create a more sustainable environment.

Right now, we are in a position to improve our own habits and spread awareness to others about sustainability on our campus and in our community. There are many ways that we can improve our sustainability as individuals on a day-to-day basis.

Here are a few to get you started!

* Ride your bike or borrow a friend’s
* Buy reusable water bottles, coffee mugs, and grocery bags
* Reduce water usage
* Unplug outlets that aren’t in use.

I encourage you to start incorporating these tips and others into you daily lives. The RAs in every residence hall will keep track of who makes the biggest energy changes in the next two weeks. **At that time, the most improved floor will get $400 to put towards a pizza party or something of the sorts.** Additionally, a new program provides up to two 500-dollar scholarships for students who propose reasonable plans to the college to help with campus sustainability. This can be anything from solar panels to a general plan to encourage students to become sustainable. Submit your ideas in writing to ….. (be sure to provide students with action steps to follow through with this great idea).

It might be nice to round out the email with a compelling quote or statistic. Readers usually want a sentence at the end wrapping things up.

Sincerely,

Waded Cruzado

President, Montana State University

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