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Dear XX

We are writing to you as a company operating within the town of Lowestoft to see if your organisation has any interest in joining Lowestoft's Plastic Free Communities initiative.

To give you some background information, Plastic Free Communities is a community-driven campaign started by Surfers Against Sewage and aims to promote real engagement between organisations in the town to reduce the number of single-use plastics that end up in our oceans. There are currently 673 registered communities across the UK.

Lowestoft Town Council has undertaken the role as the named lead for the Lowestoft-based initiative, but our role is to be the networker and connect the different organisations across Lowestoft as this initiative is all about our local companies working together to reduce plastic.

As a member of the steering group you will be:

- Part of at least two meetings of the steering group to discuss its goals, planned events and any other ideas members wish to bring to reduce single-use plastic
- Working to reduce three items of single-use plastic in your own company
- Working with the rest of the steering group to hold at least two events per year

If you have any queries or require further information, please contact the office:
admin@lowestofttowncouncil.gov.uk

Kind Regards

<sign off – could be officer or chair of this committee>