

Date to go here

Senders Name
Address
City, State, Zip

Catalog Company Name
Address
City, State, Zip

Dear _____

We are writing to you from name of your facility. As an environmentally aware healthcare business we feel the need to address a very important issue with all of our product suppliers.

Our request is that you re-evaluate and decrease the amount of catalogs sent to our facility. Decreasing the amount and frequency of these publications is not only cost effective for your company but also shows environmental concern.

It is important to us to work with suppliers that are as concerned for our planet as we are. Please seriously consider our request.

Thank you for your prompt attention to this matter.

Sincerely,

Senders Name