**EVENT ANNOUNCEMENT EMAIL- STAFF AND STUDENTS**

**PLEASE USE HEADER IMAGE BELOW**



[INSERT SCHOOL NAME] Staff,

I am excited to announce that with your help, [INSERT SCHOOL NAME] has reached a recycling milestone by achieving our goal of [INSERT MILESTONE]!

To celebrate our wonderful accomplishment, we’ll be hosting a celebratory event. Details are below.

When you recycle, you help to divert bottles and cans that would have otherwise ended up in a landfill, and you also help inspire others to do the same. Together, we are developing the next generation of environmental champions! Keep up the great work!

[INSERT EVENT DETAILS BELOW:

WHERE

WHEN

KEY DETAILS].

[INSERT SIGNATURE for EMAIL SENDER]