Dear [Insert Name Here],

I am excited to recommend that you consider applying for the Green Office certification program through Emory's Office of Sustainability Initiatives. Having been a certified Green Office for the past [insert number of years certified], I can confidently say that this program contributes to a sustainable and green future at Emory University.

The certification process is straightforward and guided by a simple checklist, which you can access [here](https://login.emory.edu/idp/profile/SAML2/Redirect/SSO?execution=e1s1). Additionally, the Green Office Program offers a comprehensive [step-by-step guidance](https://sustainability.emory.edu/programs/green-offices-at-emory/) to assist you with any questions you might have.

For further information and to explore how you can get involved, feel free to reach out to [Kendra Ding](mailto:jiongchao.ding@emory.edu), the Sustainability & Social Justice Fellow, or [Natalia Freeze](mailto:nfreeze@emory.edu), the Green Office Intern.

Achieving certification also opens the door to exciting opportunities, such as access to apply for the Incentives Fund as a Green Office! The Incentives Fund supports office research, campus-based projects, and the development of new rituals to promote sustainability and social justice on Emory’s campuses. Learn more about the Incentives Fund and how to apply [here](https://sustainability.emory.edu/resources/2024-2025-osi-incentives-fund-application/)! The application will remain open until September 20th, 2024. Other opportunities include the yearly Green Office/Green Labs get-together, Green Networking Night, etc.

Thank you for considering the Green Office Program as your office’s next step towards a sustainable future!

Take care,

[Insert Name and Office here]