## Sample Outreach Email to Staff

## Write a custom email to let employees know about the Lights Off Campaign team.

Subject: Lights Out!

(Your business name) is working towards being more environmental sustainability and to help us do this we’re running a Lights Off Campaign.

From (insert campaign dates) we’ll run a Lights Off Campaign to encourage staff to turn off the lights in places that are not being occupied. Most of us have good habits when it comes to turning off the lights but we’d like your help to make us even better.

You’ll see posters, stickers, and electricity monitors (to help see how much energy is being used) located throughout our workspace to help us reach our goal (state goal(s) here).

So don’t be surprised to find the lights off in the kitchen, coffee area, meeting room, copy room, washroom, etc.

Thanks for your support and look forward to seeing the lights out!

Lights Off Campaign team

P.S. Have questions or suggestions? Let us know!