**EXTERNAL Newsletter:** Easy Way to Make a Difference this Earth Day Earth Day is April 22, and many of us, including [insert company name], are looking for ways to make a positive impact on the environment. Significant environmental change can be fostered through small efforts at home and at work, such as switching to energy efficient light bulbs or printing documents only when absolutely necessary.

One product we use every day – at work and at play - however, is often overlooked – rechargeable batteries! Rechargeable batteries are found in cellphones, laptop computers, cordless power tools, tablets, digital cameras and more. Hundreds of millions of batteries and cellphones are used each year, and often, they end up in the notorious “junk” drawer or worse – in the trash – because consumers are unsure how to dispose of them.

Since xxxx, [Insert company name] has supported the Call2Recycle® program to provide an easy solution that keeps batteries out of landfills and protects natural resources. You can do your part on Earth Day by dropping off your rechargeable batteries and used cellphones in [recycling location at business] or at many convenient retail locations to be recycled. Please visit [www.call2recycle.org/locator](http://www.call2recycle.org/locator) to find a convenient drop-off location near you or contact [include internal contact] for more information on this program. Battery recycling is a quick and easy way to make a big difference this Earth Day, and we hope you’ll share in [insert company’s name] environmental commitment.

**INTERNAL Newsletter:** Easy Way to Make a Difference this Earth Day Earth Day is April 22, and many of us at [insert company name] are looking for ways to continue to make a positive impact on the environment. Significant environmental change can be fostered through small efforts at home and at work, such as switching to energy efficient light bulbs or printing documents only when absolutely necessary.

One product we use every day – at work and at play - however, is often overlooked – rechargeable batteries! Rechargeable batteries are found in cellphones, laptop computers, cordless power tools, tablets, digital cameras, and more. Hundreds of millions of rechargeable batteries and cellphones are spent each year, and often, they end up in the notorious “junk” drawer or worse – in the trash – because we may be unsure how to dispose of them. Since xxxx, we at [insert company name] have supported the Call2Recycle® program to provide an easy solution that keeps batteries out of landfills and protects natural resources.

You can do your part on Earth Day and every day by dropping off your batteries and used cellphones in [recycling location at business] to be recycled. Please visit [www.call2recycle.org](http://www.call2recycle.org) or contact [include internal contact] for more information on this program. Battery recycling is a quick and easy way to make a big difference this Earth Day, and we appreciate your support of [insert company’s name] environmental commitment.