[YOUR CONTACT INFORMATION]

March 25, 2020

[PROPERTY MANAGER/LANDLORD,

CONDO BOARD LEAD CONTACT INFORMATION]

Dear [NAME OF PROPERTY MANAGER/LANDLORD, CONDO BOARD LEAD]**,**

North Americans send more than 10 million metric tonnes of textiles to landfills each year, 95% of which can be reused or recycled? Globally, textiles waste has increased dramatically due to the rise in clothing consumption and production. The average Toronto household [throws out 17 kg (37 lbs) of clothing and other textiles](https://www.toronto.ca/services-payments/recycling-organics-garbage/long-term-waste-strategy/waste-reduction/) each year, based on City of Toronto household waste audits, and the city has made texitle diversion a priority in its waste management goals.

What’s more is that everyone has clothing and other items at home that aren’t getting the love and attention they deserve. In multi-residential buildings these items often get thrown in the garbage or contaminate residential recycling programs as there are minimal opportunities for residents to swap or share. Not only does this impact the environment, but increased generation of waste results in higher waste management and transportation costs. These costs are then passed down to residents through rent increases or maintenance fees.

To bring our community together and extend the useful life of materials, we would like to plan a swap event at [NAME OF BUILDING/COMMUNITY] from [TIMES] on [DATE]!

We would appreciate your support as we plan this event by facilitating communications with residents and securing a space for this swap event.

Swaps in multi-residential buildings are typically located in a common area such as a recreation room or lobby. Please let us know how to proceed with booking this space.

Swap events are a fun way for people to bring gently used clothing or small household items that they no longer want or need and swap them for ‘new’ to them items. Swaps extend the lifecycle of clothes and materials, and reduces environmental impacts from making new items or disposing of used. It also provides positive interactions and a worthy cause to gather tenants and neighbours.

The event will be planned using the [Swap It Toolkit](file:///Users/jo-annest.godard/Library/Mobile%20Documents/com~apple~CloudDocs/Documents/swapittoolkit.ca), a resource developed by [Recycling Council of Ontario](file:///Users/jo-annest.godard/Library/Mobile%20Documents/com~apple~CloudDocs/Documents/rco.on.ca), supported by the [City of Toronto](file:///Users/jo-annest.godard/Library/Mobile%20Documents/com~apple~CloudDocs/Documents/toronto.ca) through its [Waste Reduction Community Grants](https://www.toronto.ca/services-payments/water-environment/environmental-grants-incentives/waste-reduction-community-grants/).

Attached with this letter is more information about swap events and how swapping helps advance a circular economy, making communities like ours more sustainable.

I look forward to speaking further about this opportunity and appreciate your support in helping plan an important event that can make a difference in our community.

Sincerely,

[ORGANIZER CONTACT NAME / SIGNATURE]