**أكتب أيميل لمديرك تحثة عن كيفية التقليل من استخدام الورق**

**To : The Manager**

**Subject : Suggestion about How To Reduce Using Paper**

**Dear, Mr. " Manager Name "**

**How Are You Mr. “Manager Name”, I Want to Bring Your Attention to My personal Ideas about how to Reduce Use Paper During Work Time. I Have Simple personal ideas like.**

* **Instead of hard copy files, switch to electronic data storage**
* **Use thinner paper**
* **Reuse paper**
* **Think before you print**
* **Use Email for Communication**
* **Use less paper by effectively using computers and other technology**
* **Set default on office printer and copiers to print double-sided**
* **Use the back of single-sided documents for scratch paper**

**Sincerely,,**

**Regards,**

**Mohamed Mohamed**

**My Facebook Account For Any Inquiry**

**https://www.facebook.com/MohamedMHasan20**