**[Your Name]**  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]

[Date]

**[Superintendent's Name]**  
[School District Name]  
[District Office Address]  
[City, State, ZIP Code]

Dear Superintendent [Last Name],

My name is [Your Name], and I am an [Your Grade] grader at [School Name]. I am writing to ask if we could start a recycling program at our school. I think it would be a great way for students to help protect the environment, learn about sustainability, and make our school a cleaner place.

Recycling is important because it helps reduce the amount of waste that ends up in landfills, saves energy, and keeps our planet healthy. At school, we produce a lot of waste every day, and much of it can be recycled instead of thrown away. By starting a recycling program, we can do our part to reduce waste and make sure we’re recycling paper, plastic, and other materials the right way.

I believe there are many good reasons why a recycling program would be great for our school:

1. **It teaches students responsibility**: By getting involved in recycling, students will learn about how their actions impact the environment.
2. **It could save money**: If we recycle more and reduce waste, our school might save money on trash pickup and other services.
3. **It could bring us together**: A school-wide recycling program could get students, teachers, and even parents involved in taking care of our community. We could even start a "Recycling Team" with students who help monitor recycling bins and raise awareness.

Starting a recycling program at [School Name] would have students learn to work together and apply classroom knowledge, like using math to track recycling efforts, to improve the school. I would love to help get this started and work with you and others at school to make it happen.

Thank you for taking the time to read this letter. I hope we can make recycling a priority at [School Name] and inspire other schools in the district to do the same!

Sincerely,  
[Your Name]  
[Your Grad] Grader, [School Name]