

[Organization logo or letterhead]

[Date]

Mayor's Office of Food Policy  
The City of New York  
Office of the Mayor  
253 Broadway, 10<sup>th</sup> Floor  
New York, NY 10007

To the Mayor's Office of Food Policy:

[Organization] is excited to sign on to the Plant-Powered Carbon Challenge, a New York City initiative to reduce our carbon footprint through healthy and delicious plant-forward food.

[Organization] is committed to reducing our food-based carbon emissions by a minimum of 25% by the year 2030 through plant-forward food procurement, relative to our chosen baseline year of [Baseline Year].

In order to meet the Challenge requirements, [Organization] will measure our food-based carbon emissions and develop an action plan with a 25% reduction target through plant-forward food procurement. In addition, [Organization] will report on our progress annually on [Date minus Year] and modify our action plan and/or food operations as necessary to meet the Challenge target.

[Organization's] primary point of contact for this Challenge will be [Name] and can be reached at [Email]. We look forward to this partnership in building a more sustainable food system for New Yorkers.

Sincerely,

[Signature]

[Name]

[Organization]

[Address]