

**LETTERHEAD SUPPLIER**

[PLACE, DATE]

For the attention of [recipient]

**Object: LEED ENVIRONMENTAL MATERIALS REPORTING FORM**

[article name / product]

**LEED MR credit 4, Recycled Content**

Reference Guide: LEED 2009 for New Construction and Major Renovations

In reference to the product [product name], we declare the following average percentages of pre-consumer and post-consumer recycled content, defined in according to the UNI EN ISO 14021:

Product Name	Recycled Content	
	% pre consumer	% post consumer
[insert product name]	[insert the weight percentage of pre-consumer recycled content]	[insert the weight percentage of post-consumer recycled content]

Best regard,

[legal representative]

[Stamp and Signature]