Dear ..............(name of Chief Executive),  
  
I visited the above (**insert shop/location**) on the (**insert date**) and was appalled by the amount of litter on the paths, in the hedgerows and kerbsides surrounding the (**shop/location**). It gives the impression of a company that is not particularly concerned about the environment.  
  
As a group, we are trying to tackle the litter and fly tipping problems that blight our towns and countryside and are currently working with a variety of stakeholders to achieve this and thereby improving the quality of our environment.  
  
As a member of Northants Litter Wombles, I would be most grateful if this issue could be addressed as unfortunately littered premises attract more litter. Please do not hesitate to contact me should you require more information and for your convenience I attach photographs taken around your premises.  
  
Thank you for your help and I look forward to hearing from you.  
  
Kind regards,  
  
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