

Due Diligence for Conflict Minerals

Date: [Insert Date]

To: [Supplier Name]

Address: [Supplier Address]

Dear [Supplier Name],

As part of our commitment to responsible sourcing, we are conducting due diligence regarding the use of conflict minerals in our supply chain. In accordance with the Dodd-Frank Wall Street Reform and Consumer Protection Act, and the OECD Due Diligence Guidance for Responsible Supply Chains, we request your assistance in providing the following information:

- Confirmation of whether any conflict minerals (tin, tungsten, tantalum, and gold) are used in the products supplied to us.
- A detailed supply chain declaration indicating the source of these minerals.
- Documentation to support that sourced minerals are not originating from conflict-affected areas.
- Any other policies or processes in place to ensure responsible sourcing of conflict minerals.

We appreciate your cooperation in this matter and request that you respond by [Insert Response Date]. Please send your completed documentation to [Insert Contact Email]. If you have any questions, feel free to reach out.

Thank you for your attention to this important issue.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[Your Contact Information]