

Letter of Transparency in Conflict Minerals Supply Chain

Date: [Insert Date]

To: [Insert Recipient Name/Organization]

Dear [Recipient Name],

At [Your Company Name], we are committed to the highest standards of ethical sourcing and transparency within our supply chain. As part of our dedication to responsible sourcing, we are focusing on the minerals used in our products that may originate from conflict regions, specifically tin, tungsten, tantalum, and gold (collectively referred to as 3TG).

We are aware of the potential negative impacts associated with conflict minerals and the necessity to ensure that our sourcing practices do not contribute to human rights abuses or environmental degradation. Consequently, we are implementing robust measures to trace the origin of these minerals and ensure they are sourced responsibly.

To that end, we have taken the following steps:

- Conducting supply chain assessments to identify sources of 3TG.
- Engaging with our suppliers to obtain information on the sourcing of conflict minerals.
- Implementing a conflict minerals policy that outlines our commitment and requirements for compliance.
- Participating in industry initiatives focused on improving transparency and accountability in the supply chain.

We encourage our suppliers and partners to join us in this commitment to responsible sourcing. Together, we can contribute to a supply chain that prioritizes both ethical standards and sustainability.

Thank you for your attention to this important matter. Should you have any questions or require further information, please do not hesitate to contact us.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]