

# Fair Trade Certification Compliance Checklist

Date: **[Date]**

To: **[Business Name]**

Address: **[Business Address]**

**Dear [Recipient's Name],**

This letter serves to provide you with a compliance checklist for Fair Trade certification. Please review the following items to ensure your business meets the necessary standards:

## **Compliance Checklist:**

- Fair Trade principles are integrated into business practices.
- Workers receive fair wages and benefits.
- Safe and healthy working conditions are provided.
- No child labor or forced labor is used.
- Environmental sustainability practices are implemented.
- Community development projects are supported.
- Transparent pricing and purchasing practices are established.
- Continuous improvement is promoted and documented.

Please complete this checklist and return it to us by **[Due Date]**. If you have any questions or require assistance, feel free to contact us.

Thank you for your commitment to Fair Trade practices.

**Sincerely,**

**[Your Name]**

**[Your Title]**

**[Your Organization]**

**[Contact Information]**