

# Fair Trade Certification Inquiry

Date: [Insert Date]

[Your Organization Name]

[Your Organization Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

Dear [Recipient Name],

I hope this message finds you well. My name is [Your Name], and I represent [Your Organization Name]. We are considering becoming a member of the Fair Trade community and would like to inquire about the certification process.

We are particularly interested in understanding:

- The steps involved in obtaining Fair Trade certification
- The eligibility requirements for new members
- Any associated fees and timelines
- Support available for new applicants

Thank you for your assistance. We look forward to your prompt response, as we are eager to promote fair trade practices in our organization.

Best regards,

[Your Name]

[Your Title]

[Your Organization Name]