

Fair Trade Certification Renewal Reminder

Dear [Organization Name],

This is a friendly reminder that your Fair Trade Certification is due for renewal on [Renewal Date]. It is important to ensure that your certification remains up to date to continue enjoying the benefits of being a Fair Trade certified organization.

Please review the renewal requirements and submit your application by [Submission Deadline] to ensure a smooth renewal process.

If you have any questions or need assistance with the renewal process, feel free to contact us at [Contact Information].

Thank you for your commitment to fair trade practices!

Sincerely,

[Your Name]

[Your Position]

[Organization Name]

[Organization Contact Information]