

Ethical Sourcing Verification Request

Date: [Insert Date]

To: [Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. As part of our commitment to ethical sourcing and sustainable practices, we are conducting a verification process regarding our suppliers and their compliance with ethical standards.

We kindly request the following information from your end to help us verify your sourcing practices:

- Documentation of your suppliers and their sourcing locations.
- Details regarding labor practices and working conditions in your supply chain.
- Information related to environmental policies and sustainability practices.
- Any certifications or verifications supporting your ethical sourcing claims.

Please provide this information by [Insert Deadline] to ensure our evaluation process proceeds smoothly. Your cooperation is crucial in maintaining our mutual commitment to responsible sourcing.

Thank you for your attention to this matter. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]