

Environmental Practices Audit Notification

Date: [Insert Date]

To: [Corporate Partner Name]

Address: [Corporate Partner Address]

Dear [Corporate Partner Contact Name],

We are writing to inform you that [Your Organization Name] will be conducting an Environmental Practices Audit of our corporate partners, including [Corporate Partner Name], as part of our commitment to sustainability and ethical partnership. This audit aims to assess and enhance our environmental stewardship and compliance with industry standards.

The audit will take place from [Start Date] to [End Date]. During this period, our team will review your organization's environmental policies, practices, and performance. We kindly ask for your cooperation in providing necessary documents and access to relevant personnel.

Please find attached a preliminary checklist of documents and information that we will require for this audit.

If you have any questions or need further information, please feel free to reach out to us at [Your Contact Information].

Thank you for your commitment to environmental sustainability. We look forward to working together to improve our practices.

Sincerely,

[Your Name]

[Your Title]

[Your Organization Name]

[Your Organization Contact Information]