

Notification of Updated Sustainable Procurement Guidelines

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Updated Sustainable Procurement Guidelines

Dear [Recipient Name],

We are pleased to inform you that we have updated our Sustainable Procurement Guidelines to better align with our commitment to environmental responsibility and social equity. These new guidelines aim to enhance our procurement processes and contribute to sustainable development.

The updated guidelines are now available for review and can be accessed [insert link or location]. Key changes include:

- Increased focus on eco-friendly products
- Enhanced evaluation criteria for suppliers
- Stronger collaboration with local communities

We encourage you to familiarize yourself with the new guidelines and implement them in your procurement practices. Your adherence to these guidelines is crucial for achieving our sustainability objectives.

If you have any questions or require further clarification, please do not hesitate to reach out.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]