

# Vendor Responsible Sourcing Commitment

Date: [Insert Date]

To: [Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Contact Name],

We are writing to formally request your commitment to responsible sourcing in all aspects of your operations. As a valued partner, we believe it is essential to uphold high standards of sustainability, ethical practices, and social responsibility.

We expect all vendors to adhere to the following principles:

- Compliance with all applicable laws and regulations.
- Commitment to fair labor practices and the elimination of forced and child labor.
- Environmental responsibility, including waste reduction and sustainable resource use.
- Transparency in supply chain practices and sourcing of materials.
- Engagement with local communities and respect for human rights.

Please confirm your commitment to these principles by signing below and returning this letter by [Insert Return Date]. Your support is crucial as we strive to create a positive impact through our collaborative efforts.

Thank you for your attention to this important matter. We look forward to your continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Company Address]

[City, State, Zip Code]

[Your Contact Information]

Vendor Acknowledgment:

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[Vendor Signatory Name]

[Vendor Title]

[Date]