

Update on Supplier Diversity Program Requirements

Dear [Recipient's Name],

We hope this message finds you well. As part of our commitment to enhancing our Supplier Diversity Program, we would like to provide you with an important update regarding the requirements that will take effect as of [Effective Date].

Updated Requirements

- All suppliers must provide proof of minority, women, or veteran ownership.
- Annual diversity spend reporting will now be mandatory.
- Participation in Diversity Training Programs is encouraged.

We believe that these changes will not only strengthen our commitment to diversity but also enhance our collaborative efforts with suppliers.

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

Thank you for your continued cooperation.

Sincerely,
[Your Name]
[Your Title]
[Your Company]