

Supplier Sustainability Reporting Requirements

Dear [Supplier Name],

As part of our commitment to sustainability and responsible sourcing, we require all suppliers to adhere to specific sustainability reporting requirements. This is essential for ensuring that our supply chain aligns with our sustainability objectives.

Reporting Requirements

- 1. Environmental Impact:** Please provide data on waste management, energy consumption, and water usage.
- 2. Social Responsibility:** Report on labor practices, community engagement, and diversity initiatives.
- 3. Governance:** Outline your compliance with relevant regulations and ethical guidelines.

Submission Guidelines

All reports must be submitted to [Contact Email] by [Submission Deadline]. Please ensure that your report is formatted as a PDF and includes a cover letter detailing your commitment to sustainability.

Thank you for your cooperation and commitment to sustainability.

Sincerely,

[Your Name]
[Your Position]
[Your Company]
[Contact Information]