

Follow-Up on Fair Trade Certification Approval

Date: [Insert Date]

To: [Vendor Name]

Address: [Vendor Address]

Dear [Vendor Name],

I hope this message finds you well. I am writing to follow up on our previous correspondence regarding the approval of your Fair Trade Certification application submitted on [Insert Submission Date]. We are eager to finalize this process and would appreciate any updates you could provide.

Ensuring Fair Trade practices is important to both our mission and the communities we serve, and we believe your contributions will greatly enhance our efforts. If there are any outstanding documents or further information required for the approval process, please let us know at your earliest convenience.

Thank you for your attention to this matter. We look forward to hearing from you soon.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]