

Inquiry About Vendor Fair Trade Certification

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Vendor's Name]

[Vendor's Company Name]

[Vendor's Address]

[City, State, Zip Code]

Dear [Vendor's Name],

I hope this message finds you well. My name is [Your Name], and I am [Your Position] at [Your Company]. We are currently exploring partnerships with vendors who have Fair Trade certification, as we are committed to ethical sourcing and sustainability.

Could you please provide information regarding your Fair Trade certification status? Specifically, we would like to know:

- The certifying body for your Fair Trade certification
- The type of products that are certified
- The duration of your certification
- Any documentation or proof of certification

We appreciate your time and look forward to your response. Thank you for considering our inquiry.

Best regards,

[Your Name]

[Your Position]

[Your Company]