

# Vendor Supply Chain Sustainability Review

Date: [Insert Date]

To: [Vendor Name]

From: [Your Company Name]

Dear [Vendor Contact Name],

As part of our commitment to sustainability and responsible sourcing, we are conducting a review of our supply chain practices. We value our partnership and would like to gather information about your sustainability initiatives and goals.

Please provide us with the following information:

- An overview of your sustainability policies and practices.
- Details on how you manage environmental impact and waste reduction.
- Information on labor practices and ethical sourcing.
- Any certifications or awards related to sustainability.
- Future sustainability goals or initiatives you plan to implement.

We appreciate your cooperation in this matter and look forward to your response by [Insert Deadline]. Together, we can ensure a more sustainable future.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Contact Information]