

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to inquire about [Company Name]'s policies and practices regarding sustainable sourcing. As a [your position or relation to the company], I am particularly interested in understanding how your organization approaches sustainability in its supply chain.

Specifically, I would appreciate any details you could provide about:

- Your criteria for selecting suppliers
- Efforts to ensure environmentally friendly practices
- Programs aimed at supporting local economies and communities
- Your long-term sustainability goals

Thank you for considering my request. I look forward to your response.

Sincerely,

[Your Name]

[Your Job Title or Position]