

Annual Supplier Sustainability Progress Update

Date: [Insert Date]

To: [Supplier's Name]

Dear [Supplier's Contact Name],

We hope this message finds you well. As part of our commitment to sustainability and responsible sourcing, we are reaching out to request your annual update on sustainability initiatives and progress.

Overview of Requirements

We encourage you to provide the following information:

- Summary of sustainability goals and objectives set for the past year.
- Progress made towards these goals, including key performance indicators.
- Challenges faced and how they were addressed.
- Plans for sustainability initiatives in the upcoming year.
- Any innovative practices or programs implemented.

Submission Deadline

Please submit your response by [Insert Deadline Date]. This information is crucial for us as we strive to maintain a sustainable supply chain and strengthen our partnership.

Thank you for your cooperation and commitment to sustainability. We look forward to your insights and updates.

Best regards,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]