

# Green Procurement Guidelines for Suppliers

Date: [Insert Date]

To: [Supplier Name]

Address: [Supplier Address]

Dear [Supplier Contact Name],

As part of our commitment to sustainable practices and environmental responsibility, we are implementing Green Procurement Guidelines that all suppliers must adhere to. These guidelines are designed to ensure that our purchasing choices are environmentally friendly and socially responsible.

## Guideline Overview

- Utilization of environmentally-friendly materials and processes.
- Minimization of waste through the reduction, reuse, and recycling of products.
- Compliance with all relevant environmental legislation and regulations.
- Preference for suppliers who demonstrate sustainable practices in their operations.

We kindly request that you review these guidelines and assess how your products and services align with our sustainability goals. Please provide us with any relevant certifications or documentation that demonstrate your commitment to environmentally friendly practices.

Thank you for your attention to this important matter. We appreciate your cooperation in helping us create a more sustainable future.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]