

# Supplier Sustainability Performance Review

Date: [Insert Date]

To: [Supplier Name]

Address: [Supplier Address]

Dear [Supplier Contact Name],

We hope this message finds you well. As part of our commitment to sustainable practices, we conduct regular reviews of our suppliers' sustainability performance. This letter serves to inform you of the upcoming performance review scheduled on [Insert Date].

During this review, we will evaluate your sustainability initiatives and practices, including but not limited to:

- Energy efficiency measures
- Waste management systems
- Water use and conservation
- Ethical labor practices

We kindly ask you to prepare relevant documentation and data that showcase your sustainability performance over the past year. This includes reports, certifications, and any improvement initiatives undertaken.

Please confirm your availability for the scheduled review and do not hesitate to reach out if you have any questions or need further clarification.

We appreciate your partnership and commitment to sustainability.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]