

Supplier Packaging Compliance Notification

Date: [Insert Date]

To: [Supplier Name]

Address: [Supplier Address]

Dear [Supplier Contact Name],

We are reaching out to remind you of our packaging compliance requirements. As part of our commitment to environmental responsibility and regulatory adherence, it is essential that all packaging materials supplied meet our established guidelines.

Specifically, we require that:

- All packaging materials are recyclable and made from at least 30% recycled content.
- Labels must clearly indicate recycling information.
- Packaging dimensions must adhere to specified limits to optimize freight efficiency.

We kindly ask you to review your current packaging practices and ensure compliance by [Insert Compliance Deadline]. Please provide us with written confirmation of your compliance or any relevant documentation supporting your packages' adherence to these guidelines.

Thank you for your cooperation in this matter. Should you have any questions, please feel free to contact me directly at [Your Contact Information].

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]