

Letter of Supplier Packaging Expectations

Date: [Insert Date]

To: [Supplier Name]

Address: [Supplier Address]

Dear [Supplier Contact Name],

We hope this message finds you well. As part of our ongoing commitment to quality and efficiency, we would like to outline our packaging expectations for the products supplied to us.

Packaging Requirements

- All products must be securely packaged to prevent damage during transit.
- Use eco-friendly materials wherever possible to align with our sustainability goals.
- Each package should be clearly labeled with the product name, quantity, and any necessary handling instructions.
- Cushioning materials should be utilized for fragile items to avoid breakage.
- Returnable packaging is encouraged to minimize waste.

Compliance and Inspection

Please ensure that all packaging complies with these expectations. Our quality assurance team will conduct regular inspections to ensure compliance. Any discrepancies may result in a review of our partnership.

Feedback and Support

If you have any questions or require further clarification regarding our packaging expectations, please do not hesitate to reach out.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]