

Supplier Packaging Guidelines

Date: [Insert Date]

To: [Supplier Name]

From: [Your Company Name]

Subject: Packaging Guidelines for [Product Name]

Dear [Supplier Name],

We hope this message finds you well. As part of our commitment to quality and sustainability, we have established specific packaging guidelines that we would like you to follow when supplying [Product Name]. Please adhere to the following guidelines:

Packaging Materials

- All packaging must be environmentally friendly and recyclable.
- Use of plastic should be minimized; consider biodegradable alternatives.
- Use sturdy materials that provide adequate protection during shipping.

Labeling Requirements

- All packages must be labeled with the product name, SKU, and lot number.
- Include handling instructions and storage conditions on the label.

Size and Dimensions

- Package sizes should be optimized to reduce shipping costs.
- Avoid excessive space within the packaging to prevent product movement.

We appreciate your cooperation in adhering to these guidelines to ensure the quality and safety of our products. Please confirm receipt of this letter and your understanding of the requirements.

Thank you for your continued partnership.

Best Regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]