

# Supplier Packaging Requirements

Date: [Insert Date]

To: [Supplier Name]

Address: [Supplier Address]

**Dear [Supplier Name],**

We appreciate your continued partnership and your commitment to providing high-quality products. As we aim to enhance the efficiency of our supply chain, we would like to outline our packaging requirements for all future shipments.

## **1. Packaging Materials**

- All packaging must be made from recyclable materials.
- Ensure that all packaging is sturdy enough to protect products during transit.

## **2. Labeling Requirements**

- Each package must have a shipping label that includes the contents, quantity, and destination address.
- Product labels must comply with our branding guidelines.

## **3. Size and Weight Limitations**

- Packages should not exceed [Insert Max Dimensions] in size.
- The total weight of each package should not exceed [Insert Max Weight].

## **4. Delivery Schedule**

All shipments must adhere to the agreed-upon delivery schedule to avoid delays.

Please acknowledge receipt of this letter and confirm your understanding of these requirements. We look forward to working together to ensure a smooth supply chain process.

**Best Regards,**

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]