

Letter Template

Date: [Insert Date]

To: [Supplier Name]

Address: [Supplier Address]

Subject: Urban Delivery Strategy for Sustainability Initiatives

Dear [Supplier Name],

We are pleased to reach out regarding our ongoing commitment to sustainability and our vision for urban delivery methods. As part of our efforts to lead in environmentally friendly practices, we are initiating a new urban delivery strategy aimed at reducing our carbon footprint and improving overall efficiency.

We believe that collaboration with our suppliers is essential to achieving these goals. We would like to discuss the following key initiatives:

- Implementation of electric vehicle fleets
- Optimization of delivery routes to minimize emissions
- Partnership in local sourcing to reduce transport distances
- Engagement in packaging reduction and recycling programs

We would love to schedule a meeting at your earliest convenience to explore how we could work together effectively on these initiatives. Please let us know your available times for a discussion in the coming weeks.

Thank you for your attention to this important matter. We look forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]