

Supplier Compliance for Equipment Disposal

Date: [Insert Date]

[Supplier Name]

[Supplier Address]

[City, State, ZIP]

Dear [Supplier Contact Name],

We are writing to inform you about our company's compliance guidelines regarding the disposal of equipment provided by your organization. In light of our environmental responsibility and adherence to regulations, we require all suppliers to comply with the following procedures:

- All equipment must be disposed of in accordance with local, state, and federal regulations.
- Electronic waste must be recycled by certified e-waste recyclers.
- A certificate of disposal must be submitted for all equipment that has been disposed of.
- Please keep documentation of all disposal processes for audit purposes.

We appreciate your attention to this matter and your commitment to sustainable practices. Please confirm receipt of this letter and your agreement to comply with the specified procedures by [Insert Deadline].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]