

Date to go here

Sender Name  
Address  
City, State, Zip

Suppliers Name  
Address  
City, State, Zip

Dear \_\_\_\_\_

Our business is committed to significantly reducing our carbon footprint; therefore, we are requesting our suppliers to join us by initiating better shipping practices.

We ask that you maximize the number of products placed into each container and avoid shipping single items or just a few items in large containers. Please pack items in appropriate sized containers and minimize the use of plastic and Styrofoam packing material. Using recycled cardboard boxes and recycled packing material is an even better option. These changes will help all of us to reduce our negative impact on the environment as well as reducing costs.

To uphold our commitment we will be purchasing in bulk whenever possible.

Your attention to this important matter is greatly appreciated.

Sincerely,

Sender Name