

SAMPLE SUPPLIER LETTER

**Where possible please print on letter headed paper*

[FSC Certified Supplier Name]

[Supplier Address and Telephone Number]

[Date]

Document **MUST** be dated

Verify this information at search.fsc.org by searching by name or license/certificate code. **PLEASE VERIFY THIS INFORMATION BEFORE SUBMITTING THIS LETTER**

[Promotional License Holder Applicant Legal Entity Name]

[Legal Entity Address]

To whom it may Concern:

[Name of FSC certified supplier] is an FSC certified company that supplies products to **[Applicant]**. Our FSC Certificate code is: **[certificate code e.g. XX-COC-000000]** and our FSC license code is: **[FSC-C000000]**.

[Name of FSC certified supplier] guarantees that the products listed below are sold directly to **[Applicant]** and are FSC certified, finished and labelled with the FSC label.

| Product Code | Product Name (including product description and timber species if possible) | FSC License Code on Label | FSC Claim on Label | Carries the FSC label on product or product packaging visible to the consumer? |
|----------------|--|---------------------------|--------------------|--|
| e.g. SKU480170 | The Oakley Table - White Oak 6 Seater Table | FSC-C000000 | FSC 100% | Yes |
| | | | | |

These **MUST** match the products provided in the separate list of products you plan to promote

This is the code that must appear on the FSC on-product label - it should always begin with **"FSC-C"** and must correspond to the FSC certified supplier signing this letter

This is the FSC claim that must appear with the FSC on-product label. Verify this code is within your supplier's scope by clicking on the "Product" tab on their certificate page at search.fsc.org

This is required for a Promotional License - the FSC label **MUST** be on the product or product packaging & visible to consumers

Printed Name & Title

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[Supplier Address and telephone number]

[Date]

[Promotional License Holder applicant legal entity]

[legal entity address]

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| | | | | |

Sincerely,

Signature *[FSC Certified Supplier Representative]*

Printed Name & Title