

SAMPLE SUPPLIER LETTER

*Where possible please print on letter headed paper

[FSC Certified Supplier Name]

[Supplier Address and Telephone Number]

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

[Date] Document **MUST** be dated

[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

Signature, FSC C

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