**Supplier Letter Template**

**TMP.03 Ver 2.0 2.0**

[COMPANY LOGO/NAME]

[PLACE AND DATE]

**[COMPANY NAME AND ADDRESS]**

**[SUPPLIER NAME AND ADDRESS]**

**Subject: Securing access to information about timber origin and legality**

Dear [RECIPIENT NAME],

I am writing you regarding our work to comply with requirements for the Timber Legality Assurance System in Vietnam (VNTLAS), and also to help our customers meet the requirements of the EU Timber Regulation.

As you may know, Vietnam has signed the FLEGT Voluntary Partnership Agreement with the European Union. A FLEGT Voluntary Partnership Agreement (VPA) is a legally binding trade agreement between the EU and a timber-producing country outside the EU (Vietnam). The VPA is intended to ensure that timber and products made from timber harvested in Vietnam and exported to the EU come from legal sources. Under the FLEGT VPA the material we source will be evaluated to meet Vietnamese legality requirements, as stipulated in Decree no. 102/2020/NĐ-CP, to make sure illegally harvested timber can not enter the supply chain.

You also may know that the EU is implementing the EU Timber Regulation (Regulation (EU) No 995/2010) laying down the obligations of operators who place timber and timber products on the market. The regulation seeks to counter the trade in illegally harvested timber and timber products through three key obligations:

1. It prohibits the placing on the EU market for the first time of illegally harvested timber and products derived from such timber;
2. Keep records of their suppliers and customers.
3. It requires EU operators who place timber products on the EU market for the first time to exercise 'due diligence'.

With the requirements above, we will need to access the following information about the timber you have supplied to us:

* the country and region of harvest;
* the species;
* details of the company who supplied the product to you (where relevant); and
* information on compliance with national legislation (i.e. information that shows that the timber is legal).

This information will be used to assess the risk of illegal timber in the supply chain, in accordance with the requirements of VNTLAS, or be passed to our customers to so they can assess the risk of illegal timber in the supply chain, against the requirements of EUTR.

We are therefore writing to collect additional information about the material we purchase from your company. This will help us in securing access to the relevant information about our products. If you do not wish to disclose confidential information about your sources or supply directly to us we have the opportunity to ask Preferred by Nature to act as an independent auditor, at cost. Preferred by Nature would assess the information about your supply in our place and confirm legality and availability of information without disclosing confidential information to us.

[IN CASE ADDITIONAL INFORMATION IS NEEDED ABOUT SUPPLY CHAIN THE FOLLOWING SENTENCE CAN BE ADDED] **In order for us to evaluate our supply of timber and timber products we would therefore like you to provide information about the products you sell to us in the attached excel sheet.**

We greatly appreciate your cooperation on this and we are happy to answer any questions you should have to this.

Best regards,

[SIGNATURE] Date:

[SIGNATORY NAME]