Dear **<Vendor Contact>**,

I am writing to inform you of a new focus **<your institution>** will be placing on purchasing IT equipment from vendors with environmentally sustainable supply chains. This initiative will have an impact on **<your institution’s>** willingness to continue purchasing from **<vendor>**, so it is our hope that **<vendor>** will work with us to alleviate any concerns regarding **<vendor’s>** commitment to maintaining green supply chains in a transparent and verifiable manner.

One of the main sources that **<your institution>** will be using to verify our vendors’ progress in maintaining green supply chains is the Green Choice Alliance (GCA), a collection of NGO organizations affiliated with the Institute of Public and Environmental Affairs (IPE), which promotes environmental sustainability amongst China’s manufacturing facilities. The GCA monitors large corporations such as **<vendor>**, keeping track of the China-based companies these large corporations use in their supply chains. The GCA alerts these corporations when they find that they may be procuring components from China-based companies with environmental record violations. The GCA rates these companies in comparison with other companies in the industry based on their efforts to keep their supply chains green.

Currently, **<vendor>** has a negative rating from the GCA. According to the GCA records, **<summarize GCA report here>**. Currently, **<vendor>** has not provided any evidence to the GCA that it has addressed its supply chain issues, hence the negative rating. The full GCA report on **<vendor>** is available here: **<URL to GCA report>**.

**<Your institution’s>** position on these matters is straightforward. If multiple vendors can provide a solution to **<your institution’s>** technological needs, we will favor the vendors with better environmental records. **<Vendor’s>** negative rating from the GCA relative to its competitors will put **<vendor>** at a significant disadvantage moving forward if the supply chain concerns are not addressed. We’re confident that it is not **<vendor>** ‘s intention to obscure it’s environmental record, and we’re optimistic that **<vendor>** will respond satisfactorily to the CGA before it affects our purchasing relationship.

Thank you for your attention to this matter,

**<You>**