

[Insert Company Letterhead]

Dear [Supplier Contact Name],

[Company Name] is actively working towards its environmental sustainability goals. As part of this work, we are taking the crucial step of engaging our value chain in our decarbonization efforts. We hereby invite [Supplier Name] to participate in our [Product Carbon Footprint (PCF) Data Reporting Program]. This letter provides key information to help you understand and participate effectively in this data exchange effort.

### Background

[Company Name] is committed to reducing greenhouse gas (GHG) emissions across our operations, value chains, and product life cycles. To gain more insight into our sustainability efforts, we encourage you to review our [Company GHG reduction plan & link], which provides detailed information on our initiatives. To achieve these goals, it is crucial to continue to strengthen our foundation of knowledge and data. Therefore, we kindly request your support in providing carbon footprint data for the materials you supply to our organization.

Our company follows the methods developed by the [Partnership for Carbon Transparency \(PACT\)](#), a program established by the [World Business Council for Sustainable Development \(WBCSD\)](#). PACT provides a [methodology](#) for calculating Product Carbon Footprints (PCFs), as well as a [network](#) of interoperable solutions for securely and seamlessly exchanging PCFs between companies. [Company Name] uses [Platform Name] to integrate with this system. For further details on [Platform Name], please refer to [\[location of guidelines and training materials\]](#).

### Scope

For our reporting period [Reporting Period], we kindly request that you provide the following PCF data by [Deadline Date]:

1. Product 1
2. Product 2
3. Product 3

### Key Steps

To facilitate the data collection process, please follow the steps below to complete the PCF data collection for the reporting period:

1. **Consult resources & get trained.**  
Familiarize yourself with the process by going through the training and guidelines [\[attached/at XYZ link\]](#)
2. **Complete and share PCFs, by [date].**

We require that you calculate the carbon footprint for the product[s] listed in compliance with PACT's Methodology version 3, using [Name of Template or Platform]. For guidance on the methodology, please refer to the [PACT website resource page](#).

If you require any assistance or have any inquiries regarding this process, please do not hesitate to contact [Contact Person's Name] at [Contact Person's Email], who will be able to provide guidance.

We sincerely appreciate your collaboration throughout this process, and we look forward to advancing our sustainability efforts together.

Kind regards,

[Your Name]

[Your Title]

[Company Name]