

Use this sample letter to make an official commitment on behalf of your organization to purchase FSC certified products. This can be copied and pasted into outlook emails.

The letter explains why your organization has decided to preference FSC certified products in your purchasing program, what the benefits are, and how your employees should implement the plan. Send this letter as an announcement to employees or use it to communicate purchasing requirements to appropriate colleagues. This letter can be modified as required.

## Product Purchasing & Procurement template

**TO:**

**FROM:** {Green Purchasing Lead in Organization}

**DATE:**

**RE:** {Organization Name} to preference FSC certified products OR {product name or product category}

**We are pleased to announce that as part of our continuing efforts to procure materials from responsibly managed sources, {Organization Name} will preference FSC Certified products {product name or product category} as of {date}. \***

FSC helps take care of forests and the people and wildlife who call them home. Our forests give us many things like books, tissues, furniture and so much more. FSC helps you keep your life full of forest products while keeping our forests full of life. FSC certified wood and paper make sense economically, socially and environmentally. As recognized by WWF, FSC is the most rigorous forestry standard.

*To succeed in an increasingly resource-constrained and competitive wood products market, companies need to manage operational and reputational risk. That requires a transition from a short-term buying approach into a long-term system of building and managing the integrity of the value chain of wood products. - Angel Llavero Cruz, WWF Forest Product Markets and Supply Chain Coordinator.*

Please employ the following guidance:

When purchasing {product name or product category} please:

Look and ask for the FSC Certification logo on product packaging.

Or visit <http://info.fsc.org/certificate.php> to access the public database search for FSC Certificates and products. (Product classification can be found online [here](#).)



When setting up a {services contract or purchasing agreement}, please include the following language:

The Vendor must preference products {or insert name of specific products of interest (i.e., paper, books, toilet paper, tissues)} that are FSC Certified. The vendor is encouraged to visit <http://info.fsc.org/certificate.php> for access to the public database search for FSC Certificate holders.

\* {Mention any conditions where purchasing FSC Certified products is not required.}