

## **Letter to the Vendor- SampleA**

This Letter to the Vendor is a sample that has been adapted and used on many projects in the area. Please modify to fit the needs of your project.

**If you received this letter as a .pdf file and would like a Word document you can modify, contact the Resource Venture at [info@resourceventure.org](mailto:info@resourceventure.org) or 206-389-7304.**

Manufacturing Company X  
PO Box ABCD  
Townsville, WA

Subject: General Contractor, Inc. & our Waste Prevention/Recycling Program

Dear Sir or Madam:

We are pleased that your XXX product will be used on our XXXXXX Project. We wanted to let you know about General Contractor, Inc.'s Waste Prevention/Recycling Program for this project. Our goal is to reduce our waste generated on-site by XX%. In order to meet this goal, we have asked for assistance from our whole team including vendors, suppliers, and manufacturers. Our team is committed to being a leader in waste reduction and resource efficiency.

Please let me know how your company will help our team reach this waste prevention/recycling goal. The following are a few actions your company might take to help support us in reaching our goals.

- Use minimal packaging, providing materials in bulk packaging, on pallets, in blankets, etc.
- Take back, for reuse or recycling, all packaging for your product.
- At a minimum, provide your product in easy to recycle packaging, such as cardboard, wood, or metal.
- Offer "just-in-time" delivery to minimize damage to materials during on-site storage.
- Provide information and support for accurate estimating.
- Take back all unused product.
- Provide your product in pre-cut sizes or pre-assembled for our project.
- Identify any recycled-content in your product.
- Offer alternative products with recycled-content.

I will call you next week to find out which waste prevention/recycling actions your company is considering for this project. Feel free to call me with comments or questions at (XXX) XXX-XXXX. Thank you for your time and effort. We look forward to working with you as part of our team of leaders committed to resource efficiency.

Sincerely,  
Sally Jones  
Waste Prevention/Recycling Program Coordinator  
General Contractor, Inc.