

Attachment 2

Sample Vendor and Supplier Letter

(Date)

(Business name and address)

Dear Valued Supplier:

Our company and its suppliers enjoy a proud tradition responding to the challenge of supporting the mission of the National Park Service. We share the nation's concern for protecting, conserving, and preserving the environment and our natural resources. We are committed to reducing our company's impact on the environment and satisfying customer demand for environmentally preferable products and services. This commitment will impact virtually everything we sell and service. Reducing, reusing and recycling packaging and other materials can significantly cut purchasing, operating, and disposal costs. In addition, environmentally preferable purchasing may also reduce the hazardous materials used and disposed of in daily activities. Specifically, we ask you to be a partner with us to:

- \$ Use materials made from recycled content, especially post-consumer recycled content, including paper products, motor oil, and antifreeze.
- \$ Recycle wastes where economically feasible and appropriate.
- \$ Practice energy and water conservation measures.
- \$ (Others)

Please do not limit your efforts to these goals. Be innovative! These goals should apply to all services and products. We are also interested in hearing of your current environmental practices and planned future environmental activities. Please send any updates on your company to me.

Thank you for your support.

Sincerely,

<<Company Official>>