**Dear [Supplier Contact Name],**

**Please help us to understand the embodied carbon in the products you supplied to us between << start date>> and <end date>>**

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[Company Name] is committed to measuring, managing and reducing greenhouse gas (GHG) emissions across our operations, value chains, and products.

This helps us to comply with legislation, meet customer requirements and get specified more often. 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’s crucial that we collaborate with you, a valued member of our supply chain. Together we can understand and document our product carbon emissions impacts and set a pathway to improvement over time.

Therefore, we kindly request your support in providing carbon footprint data for the materials and/or manufacturing services you supply to our organisation.

**A Rebuilt Product Carbon Footprint**

We’re working with Rebuilt.eco to develop Product Carbon Footprints (PCFs) for our finished product range and to have those PCFs accredited under ISO14067 for their cradle-to-gate emissions.

See here for further details on Rebuilt.eco, their services and support. If you require assistance to gather this data for us, please contact info@rebuilt.eco

**Scope**

For our reporting period [Reporting Period], we ask you to provide the following PCF data by [Deadline Date]. We have included a spreadsheet template if that is easier for you to work with.

**The data we need from you**

Thinking about the products we purchase from you and the materials that they are composed of, could you please provide:

1. Any PCFs, Environmental Product Declarations (EPDs) or other carbon calculations that you have
2. Spec sheets including composition and source of key materials

Any confidential data you provide, should be marked as such. All data will be securely held and managed for the purposes of calculating product carbon only.

If you require any assistance or have any inquiries from [Company Name] 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]