# Annex 5: Supplier Letter Template

[PLACE ON YOU COMPANY LETTERHEAD]

[DATE]

[SUPPLER REP NAME

REP. POSITION

SUPPLIER COMPANY NAME

SUPPLIER ADDRESS]

**Subject: Request for information to satisfy Australian Illegal Logging Prohibition legislation**

Dear [SUPPLIER REP NAME],

[OUR COMPANY] is firmly committed to only purchasing legally harvested timber products. We expect the same commitment from our suppliers.

Your answers to the attached questions help us meet our requirements under the Australian Illegal Logging Prohibition legislation. This Australian legislation requires us, as importers, to undertake a process of due diligence to assure ourselves that the timber and timber products we import have been harvested in compliance with legislation and regulations in the country where the timber was harvested.

This legislation places similar requirements on us to those required on importers into the United States (under the Lacey Act) and member countries of the European Union (under their European Union Timber Regulation).

We encourage you to incorporate any of the following information with your suppliers.

Thank you for taking the time to complete these questions.

Yours sincerely,

Best regards,

[SIGNATURE]

[SIGNATORY NAME]

[SIGNATORY POSITION]