



## **SAMPLE FOLLOW-UP E-MAIL**

Dear [CONTACT NAME AT SUPPLIER COMPANY],

Thank you for participating in the Green Suppliers Network meeting. I strongly encourage [INSERT NAME OF COMPANY] to participate in a confidential Green Suppliers Network technical review. This low-cost review is a smart investment for your company. It combines lean manufacturing techniques with sound environmental management strategies.

In the next couple of weeks, I will provide the Green Suppliers Network a list of suppliers that are ready to participate in the Green Suppliers Network. Please let me know if you would like to be included, and complete the Supplier Partner form online at [www.greensuppliers.gov](http://www.greensuppliers.gov).

Upon joining, you will receive a welcome to the program, and your local Green Suppliers Network review team will contact to you to schedule an introductory call to explain the review process in greater detail.

If you have questions, please contact me at [INSERT PHONE #]. You can also reach Kristin Pierre at the Green Suppliers Network program at 800-601-4589 or [Green\\_Suppliers@epa.gov](mailto:Green_Suppliers@epa.gov).

I hope you'll join [INSERT YOUR COMPANY] in strengthening our supply chain.

Sincerely,  
[NAME]