



## SAMPLE INVITATION E-MAIL

Dear [CONTACT NAME AT SUPPLIER COMPANY],

As a valued supplier for [INSERT YOUR COMPANY NAME], I would like to invite you to learn about the Green Suppliers Network. We are committed to helping our suppliers to become as competitive as possible. [Insert statement how Green Suppliers Network aligns with corporate goals and values].

The Green Suppliers Network offers confidential, low-cost, customized technical reviews with independent *Lean and Clean* experts who can help you identify strategies for improving process lines and using materials more efficiently. The *Lean and Clean Advantage* targets and eliminates the root causes of waste. The results—a cleaner environment for your workers and community, as well as a stronger bottom line.

Attached is a fact sheet [ATTACH “BECOME A SUPPLIER PARTNER” FACT SHEET] with more information, or you can visit the Green Suppliers Network Web site at [www.greensuppliers.gov](http://www.greensuppliers.gov).

I am hosting a meeting on [INSERT DATE & TIME] for our suppliers to discover how you benefit from the Green Suppliers Network. Please let me know if you can attend on [INSERT DATE, TIME, AND LOCATION/CALL-IN INFORMATION]. You may invite appropriate operations staff to attend. If you have any questions please don't hesitate to call me at [INSERT PHONE #].

I look forward participating in the Green Suppliers Network with you.

Sincerely,  
[NAME]