**Letter template to be sent to your suppliers: Introducing your new due diligence policy**

This letter can be used by companies who:

* must or want to comply with the [EU regulation 2017/821](https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX%3A32017R0821) of the European Parliament and of the Council laying down supply chain due diligence obligations for Union importers of tin, tantalum and tungsten, their ores, and gold originating from conflict-affected and high-risk areas.
* want to adapt the letter to comply with any responsible sourcing initiatives.

Dear *[enter the name of your supplier’s contact],*

I am writing to inform you that my company has decided to implement supply chain due diligence with regard to minerals. You can find more information in the policy attached to this email.

[*If legal obligations require you to do so, add:* This follows from the adoption of [Regulation (EU) 2017/821 of the European Parliament and of the Council laying down supply chain due diligence obligations for Union importers of tin, tantalum and tungsten, their ores, and gold originating from conflict-affected and high-risk areas](http://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=OJ:L:2017:130:FULL&from=EN), which defines the due diligence requirements for EU importers of tin, tantalum and tungsten, their ores, and gold.]

As part of *[name of your company]*’s commitment to responsible sourcing of minerals, we are working with our suppliers to understand the due diligence procedures they have put in place for managing risks in their supply chain. I therefore kindly ask you to comply with our policy and share with us information on your risk management practices in relation to responsible sourcing of minerals.

In this context, I would like to ask your company and your own suppliers to share such information with us by *[DD/MM/YYYY].*

If you are not in the position to share such information for whatever reason, we will be happy to discuss this with you and find a solution that satisfies our needs and addresses your concerns.

If you would like to learn more about responsible supply chains of minerals from conflict-affected and high risk-areas and the regulation, you can visit the OECD website via this [link](http://www.oecd.org/corporate/mne/mining.htm) and the EU website via this [link](http://ec.europa.eu/trade/policy/in-focus/conflict-minerals-regulation/regulation-explained/) .

Feel free to contact me at [enter phone number] or alternatively at [enter your email].

Kind regards,

*[signatures]*