

Official 4HB Business Letter to a Supplier

Subject: Ensuring 4HB Standards in Our Supply Partnership

Dear Mr. Singh,

We highly value our business relationship with your company. To strengthen our collaboration, we would like to ensure that our shared practices align with the 4HB principles: Honesty, Hard Work, Humility, and High Standards.

We request your confirmation that your team can continue to uphold these values in all aspects of our supply chain. Please review the attached document outlining our updated ethical and quality expectations.

Thank you for your attention to this matter.

Sincerely,

Rachel Lewis

Procurement Officer

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