[Paper supplier]
[Address]
[Postcode City]

[City], [date]

**Information on greenhouse gas emissions from the manufacturing and transportation of paper**
[Company] is currently compiling a carbon calculation covering all its activities related to the manufacturing of graphic products. Since greenhouse gas emissions from paper production are essential, we kindly ask [Paper supplier] to provide information on emissions of greenhouse gases in the manufacturing of the following qualities of paper:

• [Paper quality]
• [Paper quality]
• [Paper quality]
• [Paper quality]
• [Paper quality]
• [Paper quality]
• [Paper quality]

A form for declaring greenhouse gases is enclosed.

Questions can be addressed to [Name] at phone [Phone Number] or e-mail: [e-mail]

We look forward to hearing from you.

Best regards,

[Name]