**SUPPLIER MEMO (studio, office)**

Dear

We are so pleased to be working with you [again]!

[Company] is committed to improving sustainability on all productions. On this production, we are aiming to reduce our carbon footprint wherever possible and achieve albert sustainable production certification. We are looking to our partners and suppliers to share our commitment to sustainability.

Please send us your environmental policy and let us know if you have made any measurable commitments to carbon reduction - what you are doing now and what you plan to do in the future.

Please let us know if [Studio] is participating in the [**studio sustainability standard**](https://wearealbert.org/2022/03/08/studio-sustainability-standard/) – the voluntary standard for studio facilities designed to pinpoint key areas where studios can make improvements to reduce their environmental impact in the following categories: Climate, Circularity, Nature, People, Management and Data.

Could you let us know if you source your energy from a renewable supplier? Now isn’t a good time to switch suppliers – if you aren’t with a renewable supplier now you could consider switching in the future when market conditions are more favourable.

We very much want to encourage all our partners to join us on a path to sustainable production.

With best wishes