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

• [Substrate quality]  
• [Substrate quality]  
• [Substrate quality]  
• [Substrate quality]  
• [Substrate quality]  
• [Substrate quality]  
• [Substrate 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]