**EMAIL TEMPLATE FOR YOUR SUPPLY CHAIN:**

Below is a suggested cover letter that IAEG Member Companies can use to explain the survey opportunity with their supply chain. It does NOT contain a salutation or signature block; *Italic text indicates content to be completed by the IAEG Member Company.*

**INTRODUCTION:**

*IAEG Member Company “Name”* is a member of the International Aerospace Environmental Group ([IAEG](http://www.iaeg.com/); “[Introduction to IAEG](http://www.iaeg.com/about/introduction_to_iaeg-5-16.pdf)” presentation) formed in 2011 as a non-profit trade association by Aerospace and Defense (A&D) companies to work collaboratively across a range of environmental topics. One focus of IAEG is creating an A&D industry level ***supply chain environmental sustainability survey*** to reduce the administrative burden of completing a large number of similar surveys sent by individual companies. . *IAEG Member Company “Name”* is adopting the IAEG harmonized survey to assess environmental sustainability impacts in our Aerospace and Defense (A&D) Supply Chain and we now invite you to take part.

Please note that answering the environmental sustainability survey may require inputs from Environment, Supplier Management and other functional organizations across your business.

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