

LETTER WRITING TEMPLATES

Letter to A and B grade companies:

Dear [COMPANY NAME],

I'm writing as a customer that is concerned about who is making the clothes I buy and how they are being treated. I am pleased to see that you have received a [A/B] grade in Baptist World Aid Australia's 2018 Ethical Fashion Report and am encouraged to see that [COMPANY NAME] is implementing systems to uphold the rights of workers in your supply chain.

I wanted to take the opportunity to write to you and thank you for your commitment to protecting workers and encourage you to continue to do all that you can to make sure the clothes that you sell are free from slavery, child labour and poverty level wages.

In particular, I would like to encourage [COMPANY NAME] to continue to invest in tracing deeper in to your supply chain, from final stage of production all the way to raw materials, and to ensure that all workers throughout your supply chain are receiving a living wage.

Thank you for your willingness to share about what you are doing to uphold worker rights. I look forward to hearing of further progress by [COMPANY NAME] and I applaud the efforts you have taken so far.

Kind regards,

[SUPPORTER NAME]

[EMAIL ADDRESS]

LETTER WRITING TEMPLATES

Letter to C – F graded companies:

Dear [COMPANY NAME],

I'm writing as a customer that is concerned about who is making the clothes I buy and how they are being treated. I note that you received a [C/D/F] grade in Baptist World Aid Australia's 2018 Ethical Fashion Report and hope that going forward you will be letting people know more about how you are upholding the rights of workers in your supply chain.

Given news reports of worker exploitation at every stage of the supply chain, consumers like me are increasingly look for fashion companies to take strong steps that protect workers in their supply chain.

Therefore, I am asking [**company name**] to take stronger steps to protect workers in their supply chain by:

- Ensuring workers are paid a living wage. A living wage will provide workers with enough income for affordable nutritious food and clean water, shelter, clothes, education, health care and transport
- Tracing and disclosing the names and addresses of all suppliers at each stage of your supply chain
- Becoming actively relational in how you engage with developing country suppliers.

You may have already taken some of these steps to remove forced labour and worker exploitation from your supply chain. I urge you now to do more in these above areas, and to be more transparent with consumers like me so that I can consider your efforts when making my next purchase.

I look forward to hearing that [**company name**] has made progress.

Sincerely,

[SUPPORTER NAME]

[EMAIL ADDRESS]