***Sent from:*** *An executive or other leader responsible for traceability for your organization*

***Sent to:*** *Supplier’s internal sales and buying teams and/or anyone in a customer-facing role*

***Timing:*** *Any time after your company has achieved the “Traceability-Ready” designation*

**Subject:** <SUPPLIER COMPANY NAME> achieves “Traceability-Ready” status with ReposiTrak

Team,

We are pleased to announce that <SUPPLIER COMPANY NAME> has achieved the “Traceability-Ready” designation from ReposiTrak, awarded only to suppliers who can provide complete, accurate and error-free traceability data files in line with evolving industry requirements. <OPTIONAL: This achievement was made possible by the work of <TRACEABILITY INITIATIVE LEADER NAME> and the <NAME THE TEAMS WHO HELPED WITH TRACEABILITY> teams.>

Traceability is no longer optional in the food supply chain industry. Many of our customers – including retailers, wholesalers, and foodservice operators – now require the electronic transmission of traceability data with every shipment. Additionally, the FDA mandates that suppliers provide specific Key Data Elements (KDEs) for each Critical Tracking Event (CTE) for items listed on the Food Traceability List (FTL).

Our Traceability-Ready designation reflects our company’s broader commitment to food safety, regulatory compliance and supply chain transparency. ReposiTrak provides an easy-to-use and cost-effective solution to support these efforts, with full onboarding assistance from their U.S.-based Customer Success Team.

For more details, please refer to the attached Information Sheet on food traceability and the ReposiTrak program.

Thank you for your continued dedication and support.

**<NAME OF EXECUTIVE SPONSOR>**  
or  
**The <SUPPLIER COMPANY NAME> Team**