



Dear Supplier

As a valued supplier to Thomas Cook Airlines we would like to ensure our records concerning your self-audit and approval remain up to date. To reduce the amount of man power this task currently takes, we would request you use the Approved 4 Business system which will allow us to achieve this.

Thomas Cook, along with several other major airlines, is using "Approved 4 Business" to provide the core database for approved suppliers in agreement with our Quality Department. We would, therefore, be grateful if you would sign up to [www.approved4business.com](http://www.approved4business.com)

In doing this you will receive alerts prior to your supplier review expiring, reminding you to gain and upload the latest certificates and make the necessary amendments to your self audit. Directing your customers to your on-line form will reduce the number of self audits completed to just one, which will be updated annually.

Whilst we encourage the use of this service and believe it will simplify the self audit process, we can continue to with the paper format if preferred. I am sure you will agree that there are clear benefits to both our organisations by subscribing however, if you choose not to this will not effect any future business relations.

Yours faithfully

A handwritten signature in black ink, appearing to read "Mike Sigley", written over a horizontal line.

Mike Sigley  
Material Supply Chain Manager