

Stains, le 14/09/2015

ADJUSTMENT REQUEST SAMPLE

To our stakeholders:

We recognize that a key requirement for participation in the UN Global Compact is the annual preparation and posting of a Communication on Progress (COP) that comprises of a CEO statement of continued support for the UN Global Compact, a description of practical actions with regard to the main issue areas of the UN Global Compact, and a measurement of outcomes or expected outcomes.

We want to align our COP deadline with our internal reporting cycle. We hereby request our COP deadline to be adjusted to *14/07/2016*.

Sincerely yours,

Laurent CAVIALE
Directeur Général

A handwritten signature in black ink, appearing to read "Laurent CAVIALE", with a horizontal line underneath.