## **ADJUSTMENT REQUEST SAMPLE**

König + Neurath AG Büromöbel-Systeme

Industriestraße 1 61184 Karben

27th September 2018

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 out comes. We want to align our COP deadline with our internal reporting cycle. We hereby request our COP deadline to be adjusted to 1st July 2019.

Sincerely

yours,

KÖNIG + NEURATH AG

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Product eeology and certification

Johannes Andreas Brennig