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ADJUSTMENT REQUEST SAMPLE

May 3, 2019

To our stakeholders:

We recognize that a key requirement for participation in the UN Global Compact is the anual 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 áreas 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 August 25th.

Sincerely yours,

Ms. Mariné Abecasis

Head of Human Resources