

Supplier Data Request - Email Template

Adapt the wording and request only the data points that actually apply.

Subject: Product data request for EU Digital Product Passport preparation

Hello [Name],

We are preparing the product information needed for [product / component] in connection with the applicable EU Digital Product Passport / Battery Passport requirements.

Could you please provide the attached/requested data points together with the supporting document or source reference, and where possible the current revision/date?

For each item, please indicate if the information is:

- available and current;
- available but needs verification/update;
- not available; or
- not applicable to your supplied item.

Please do not estimate values that are not supported by your technical records. If a point depends on another party or test report, just flag that dependency.

Requested return date: [date]

Product / supplier part number: [reference]

Thank you,

[Name / company]

Useful attachments

- A short table of requested data points.
- Evidence/document reference column.
- Revision/date column.
- Status column: Available / Verify / Missing / Not applicable.

Use note: This is a practical preparation aid, not legal advice, certification, conformity assessment or an authoritative interpretation of EU law. Product-specific obligations must be checked against the applicable legislation and current delegated/implementing acts.