



**STORA ENSO
BUSINESS PRACTICE POLICY REFERENTIALS
June 2016**

LETTERS DECLINING GIFTS AND HOSPITALITY

Declining a gift

Dear [recipient's name here]

Thank you for your recent gift to Stora Enso. We highly appreciate having you as our [choose an appropriate term; customer, client, contact, supplier etc.].

However, as Stora Enso's internal guidelines on gifts and hospitality do not permit us to accept this gift, we must therefore return it to you.

Your gift is enclosed with this letter. We hope this does not create any practical inconvenience for you. We thank you for showing your appreciation towards Stora Enso, and we look forward to maintaining our relationship with you on a positive note.

Sincerely,

[Your name]

Declining hospitality

Dear [recipient's name here]

Thank you for your kind invitation to participate in [event name here]. We highly appreciate having you as our [choose an appropriate alternative; customer, client, contact, supplier etc.].

However, as Stora Enso's internal guidelines regarding gifts and hospitality do not permit us to accept this hospitality, we will have to decline your kind invitation. We sincerely hope this does not create any inconvenience for you.

Once again thank you and we look forward to a continued positive relationship with you.

Sincerely,

[Your name]