**[To whom it may concern] a*lternativt* [To the appropriate recipient för this message]**

[Information om när ett tillsynsbesök kan förväntas, ska verksamhetsutövaren förbereda något, kostar tillsynsbesöket något, etc.]

**Background information**

There are approximately five million different plant and animal species in the world. Some of these are threatened because their habitats are disappearing or because they are killed to be used in various kinds of traditional medicines. There are international crime syndicates that earn large amounts of money by smuggling and dealing with whole or parts of these endangered species. The process of extracting or converting living animals or plants into finished preparations, accessories or ornaments is often very cruel and ruthless.

To protect our species, 185 countries, including Sweden and the EU Commission, have ratified the CITES- convention. Its aim is to protect and save endangered species for the future by regulating the trade.

All persons and business dealing and trading with endangered species are obliged to be informed of and adhere to the relevant legislation. Those trading protected species of plants and animals must be prepared to demonstrate to the supervisory authority that the trade is legal. If not, the County Administrative Board (Länsstyrelsen) is obliged to report a suspicion of crime to the police.

The County Administrative Board supervises various operations and companies which might be involved in trading endangered species.

More information of the CITES-convention and of the species involved can be found on the webpage of the Board of Agriculture (Jordbruksverket) [ange webbadress].

The County Administrative Board hopes for your participation and co-operation in this supervisory matter. With united efforts we can contribute to the conservation of endangered species to ensure their survival in the future.

Sincerely

County Administrative Board of [län]

Contact information [typ av handläggare, namn, e-postadress och telefonnummer till växeln]