

Arms Trade Regulation Compliance Request

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Position]

[Recipient Organization]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request information regarding compliance with arms trade regulations pertaining to [specific transaction or project name]. As part of our commitment to uphold international standards and ethical practices in arms trade, it is crucial for us to ensure that all activities align with applicable laws and regulations.

Please provide the following information:

- Details of compliance checks conducted.
- Documentation related to the transaction.
- Any relevant risk assessments performed.
- Records of end-user agreements.

Your cooperation in this matter is essential for maintaining transparency and accountability in our operations. I would appreciate your response by [insert deadline]. Should you need further clarification on any aspect of this request, feel free to reach out via the contact details provided above.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]