

# Request for Ethical Sourcing Compliance Documentation

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company]

[Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request the compliance documentation related to your ethical sourcing practices. As a valued partner, it is essential for us to ensure that all our suppliers meet the ethical standards that we uphold as a company.

Specifically, we would appreciate the following documents:

- Supplier Code of Conduct
- Certificates of Compliance with Labor Laws
- Documentation of Sustainable Practices
- Annual Audit Reports

Providing this information will not only help maintain transparency but will also strengthen our partnership as we navigate our commitment to ethical sourcing.

Please let us know if you require any further information or clarification regarding this request. We would be grateful if you could send the required documentation by [Insert Deadline].

Thank you in advance for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Email]

[Your Phone Number]