

Compliance Review Request

Date: [Insert Date]

To: [Recipient's Name]

Title: [Recipient's Title]

Company: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

We are writing to formally request a compliance review regarding [Briefly describe the subject of the review]. In line with our commitment to uphold the highest standards of compliance, we believe this review is necessary to ensure adherence to [Mention relevant laws/regulations].

Proposed Resolution Timeline

- **Review Initiation:** [Start Date]
- **Information Gathering:** [Duration]}
- **Preliminary Findings:** [Date]
- **Final Review Report Submission:** [Date]
- **Follow-Up Meeting:** [Date]

We appreciate your attention to this matter and look forward to your prompt response. Please feel free to reach out if you have any questions or need additional information.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]