

# Compliance Requirement Notification

Date: [Insert Date]

To: [Vendor Name]

Address: [Vendor Address]

Dear [Vendor Contact Name],

We are reaching out to notify you of new compliance requirements that will take effect on [Effective Date]. As a valued vendor, it is critical that you adhere to these requirements to maintain our partnership and ensure continued service.

## Compliance Requirements:

- Requirement 1: [Description]
- Requirement 2: [Description]
- Requirement 3: [Description]

Please confirm your understanding and compliance with these requirements by [Response Date]. Should you have any questions or need further clarification, do not hesitate to reach out.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Contact Information]