

# Vendor Reliability Verification Request

Date: [Insert Date]

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Contact Name],

We are conducting a vendor reliability verification as part of our compliance requirements and to ensure that we maintain high standards in our supply chain. As our valued vendor, we kindly request your assistance in providing the necessary information.

Please provide the following documentation:

- Company registration details
- Evidence of relevant certifications
- Recent financial statements
- References from at least three current clients

We appreciate your cooperation in this matter and request the above documentation by [Insert Deadline Date]. If you have any questions or need further clarification, please do not hesitate to contact me directly at [Your Phone Number] or [Your Email Address].

Thank you for your prompt attention to this request.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Company Address]

[City, State, Zip Code]