

# Supplier Policy Compliance Review

Date: [Insert Date]

To: [Supplier Name]

Address: [Supplier Address]

Dear [Supplier Contact Name],

We are conducting a Supplier Policy Compliance Review to ensure that all our suppliers adhere to our compliance standards and policies. As a valued partner, we request your cooperation in this process.

Please provide the following information by [Insert Deadline]:

- Confirmation of adherence to our Supplier Code of Conduct.
- Documentation of relevant training programs for your employees.
- Recent audit reports and compliance certifications.
- Details of any incidents of non-compliance and corrective actions taken.

Your prompt response will help us maintain a strong and compliant supply chain. Should you have any questions or require further clarification, please do not hesitate to reach out.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]