

Supplier Standards Compliance Inquiry

Date: [Insert Date]

To: [Supplier's Name]

Address: [Supplier's Address]

Dear [Supplier's Contact Name],

We hope this message finds you well. We are reaching out to ensure that your practices align with our standards and compliance requirements.

As part of our ongoing commitment to quality and ethical operations, we kindly request that you provide us with the following information:

- Documentation of compliance with industry standards.
- Details of any certifications and licenses held.
- Information on your quality assurance processes.
- Any recent audits or evaluations conducted.

We appreciate your prompt attention to this inquiry and request that you send the information by [Insert Deadline Date]. If you have any questions, please do not hesitate to contact us.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]