

Distributor Partnership Agreement Compliance

Date: [Insert Date]

To: [Distributor's Name]

Address: [Distributor's Address]

Dear [Distributor's Name],

We are writing to formally address our ongoing distributor partnership and ensure compliance with the terms outlined in our Partnership Agreement dated [Insert Agreement Date]. It is imperative for the success of our collaboration that both parties adhere to the agreed-upon standards and responsibilities.

As of [Insert Date], we kindly request the following compliance confirmations:

- Documentation of sales figures for the last quarter.
- Inventory status report for the agreed products.
- Compliance with all marketing and promotional guidelines established in our partnership agreement.

Please provide the requested documents by [Insert Deadline Date]. If you have any questions or need further clarification regarding these requirements, do not hesitate to reach out.

Thank you for your prompt attention to this matter. We look forward to continued success in our partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]