

Vendor Compliance Follow-Up Request

Date: [Insert Date]

To: [Vendor Name]

[Vendor Address]

Dear [Vendor Contact Name],

I hope this message finds you well. I am writing to follow up on our previous correspondence regarding compliance documentation that is required to maintain our vendor relationship. As of today, we have not yet received the necessary documentation specified in our last communication dated [Insert Date of Last Communication].

In order to ensure that we are in line with compliance regulations and to avoid any disruptions in our operations, we kindly request that you provide the following documents by [Insert Deadline Date]:

- [Document 1]
- [Document 2]
- [Document 3]

Please feel free to reach out if you have any questions regarding the required documents or need assistance in gathering them. Your prompt attention to this matter is greatly appreciated.

Thank you for your collaboration.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]