

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Contact Name],

I hope this message finds you well. We are currently reviewing the compliance status of our vendors to ensure alignment with our company policies and industry regulations. As such, we would like to request an update on your compliance status regarding [specific compliance requirements].

Please provide us with the following information:

- Current compliance certificates
- Details of any non-compliance issues
- Corrective actions taken, if applicable

Thank you for your cooperation.

Sincerely,

[Your Name]