

# Vendor Compliance Update Request

Date: [Insert Date]

To: [Vendor Name]

Address: [Vendor Address]

Attention: [Contact Name]

Dear [Contact Name],

We hope this message finds you well. As part of our ongoing commitment to compliance and quality assurance, we are reaching out to request an update on your vendor compliance status.

Please provide us with the following information:

- Current certifications and licenses
- Recent compliance audits or assessments
- Any updated policies or procedures

We kindly ask that you provide this information by [Insert Due Date], to ensure that we can maintain our partnership without any interruptions.

Thank you for your prompt attention to this matter. We look forward to your response.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]