

Vendor Compliance Verification Notice

Date: [Insert Date]

To:

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Contact Name],

We are writing to inform you that, as part of our vendor compliance program, we require the verification of compliance with our company policies and applicable regulations.

Please provide the following documents/information by [insert deadline]:

- [Document/Information 1]
- [Document/Information 2]
- [Document/Information 3]

Failure to provide the requested information by the specified deadline may result in disruptions to our business relationship.

Thank you for your attention to this matter. Please feel free to contact us at [Your Contact Information] if you have any questions.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]