

# Supplier Compliance Evaluation

Date: [Insert Date]

To: [Supplier Name]

Address: [Supplier Address]

Dear [Supplier Contact Name],

We appreciate your partnership with [Your Company Name]. As part of our commitment to maintaining high standards of quality and compliance in our supply chain, we are conducting a Supplier Compliance Evaluation.

Please provide the following information by [Deadline Date]:

- Valid certifications and licenses
- Documented quality assurance procedures
- Information on environmental and safety compliance
- Details of any previous compliance audits and outcomes

Failure to provide the requested information may result in a review of your supplier status. We thank you for your cooperation and commitment to maintaining high compliance standards.

If you have any questions, please do not hesitate to contact us.

Best regards,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]