

Vendor Compliance Confirmation Request

Dear [Vendor Name],

We hope this message finds you well. As part of our ongoing commitment to ensure compliance with our procurement policies and standards, we kindly request your confirmation regarding your compliance status.

Please provide us with the following information:

- Your current compliance certification status.
- Any relevant documentation that supports your compliance.
- Any changes in your compliance status since our last communication.

We would appreciate it if you could respond by [due date] to ensure uninterrupted business operations. Thank you for your cooperation and attention to this matter.

Best regards,

[Your Name]

[Your Job Title]

[Your Company]

[Your Contact Information]